

# Payroll Reconciliation Summary Log

Pay Period Start:

Pay Period End:

Date Prepared:

Prepared By:

Department:

## Payroll Summary

Item	Amount	Notes
Total Gross Payroll		
Total Deductions		
Total Net Payroll		
Employer Contributions		

## Bank Reconciliation

Bank Statement Amount	Payroll Register Amount	Variance	Comments

## Exceptions & Notes

Reviewed By:

Date Reviewed: