

# Internal Bank Reconciliation Review Checklist

Bank Account

Reconciliation Period End

Prepared By

Reviewed By

## CHECKLIST

- ☐ Bank statement and cashbook balances agree to reconciliation
- ☐ Outstanding deposits/cheques reconciled and valid
- ☐ All reconciling items are explained/appropriate
- ☐ No unusual, stale, or aged reconciling items
- ☐ Supporting documentation is attached and complete
- ☐ Bank fees, interest, and adjustments posted
- ☐ Reviewed for unauthorized or unusual transactions
- ☐ All discrepancies resolved and documented

General Notes / Comments

Date Prepared

Date Reviewed