

Internal Bank Reconciliation Review Checklist

Bank Account

Enter account name

Reconciliation Period End

Prepared By

Name

Reviewed By

Name

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

Add any comments or observations...

Date Prepared

Date Reviewed