

Checklist: Bank Account Reconciliation Process

- ☐ Obtain bank statements for the reconciliation period
- ☐ Retrieve the company's cash book or ledger records
- ☐ Compare recorded deposits with bank statement credits
- ☐ Match all payments and withdrawals to bank statement debits
- ☐ Identify outstanding checks and deposits in transit
- ☐ Note bank fees, interest, or direct debits not yet recorded
- ☐ Investigate and resolve discrepancies
- ☐ Record adjustments in the company's accounting records
- ☐ Verify the adjusted balances match
- ☐ Document reconciliation and obtain any necessary approvals