

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