

BANK RECONCILIATION CHECKLIST

Company Name: _____

Bank Account: _____

Statement Period: _____

Date Prepared: _____

1. PREPARATION

- Obtain bank statement for the reconciliation period
- Gather all supporting documents (deposit slips, cancelled checks, etc.)
- Print general ledger cash account report for the same period
- Verify opening balances match previous reconciliation

2. DEPOSITS AND CREDITS

- Compare deposits on bank statement with receipts in general ledger
- Identify and list deposits in transit
- Investigate any unidentified deposits on bank statement
- Verify all bank credits (interest, reversals, etc.)

3. CHECKS AND WITHDRAWALS

- Match cleared checks to disbursements in general ledger
- Identify and list outstanding checks
- Review outstanding checks from previous periods (investigate old items)
- Verify all bank debits (fees, charges, non-sufficient funds, etc.)
- Identify and investigate any unauthorized withdrawals

4. ADJUSTMENTS AND CORRECTIONS

- Record bank charges and fees in general ledger
- Record interest income in general ledger
- Correct any errors found in books or bank statement
- Record Non-Sufficient Funds checks and any returned items
- Document all journal entries required

5. RECONCILIATION COMPLETION

- Prepare formal bank reconciliation statement
- Verify adjusted bank balance equals adjusted book balance
- Post all necessary adjusting journal entries
- Attach supporting documentation to reconciliation
- File reconciliation and retain for audit trail

NOTES AND COMMENTS:

Prepared by:

Name & Signature / Date

Reviewed by:

Name & Signature / Date