Bank Reconciliation Template

Matches your general ledger cash balance against the bank statement balance and isolates every difference between the two, for month-end close.

1. RECONCILIATION HEADER

Fill this in first, before matching a single transaction.

ENTITY NAME

RECONCILIATION PERIOD

BANK NAME & ACCOUNT NUMBER

GL ACCOUNT REFERENCE

PREPARER

REVIEWER

MATERIALITY THRESHOLD

2. FIVE-STEP RECONCILIATION PROCESS

Work through these in order for every account, every period.

- [ ] Compare the bank statement to the books, focusing on ending balances
- [ ] Identify deposits in transit
- [ ] Subtract outstanding checks and payments
- [ ] Record bank fees, interest, and bank-only transactions
- [ ] Adjust records until the two balances match

3. ADJUSTED BALANCE SUMMARY

The output of the five steps above — both sides should tie out to zero difference.

Adjusted Bank Balance	
Adjusted GL Balance	
Unreconciled Difference	

4. WORKBOOK STRUCTURE

Set your workbook up as these tabs, in this order.

TAB	CONTENTS
1. Bank-to-GL Summary	Adjusted bank balance, adjusted GL balance, unreconciled difference
2. Transaction Feeds	Bank statement feed and GL/cash ledger feed, line by line
3. Matching Register	One-to-one, one-to-many, and many-to-one matches; unmatched items
4. Deposits in Transit	Description, amount, date recorded, date cleared
5. Outstanding Checks	Check/payment number, payee, amount, date issued, days outstanding
6. Bank-Only Exceptions	Description, amount, reason, journal entry tracker
7. GL-Only Exceptions	Description, amount, reason, investigation owner, resolution deadline
8. Reconciling Item Roll-Forward	Prior balance, additions, items cleared, current balance
9. Dashboard & Sign-Off	Completion %, items aged 30/60+ days, open exceptions, sign-off

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5. CONTROL CHECKLIST

Every reconciliation should clear all of these before it's marked closed.

- [ ] Bank statement downloaded or obtained for the period
- [ ] GL account balance pulled for the same period
- [ ] Deposits in transit identified and listed
- [ ] Outstanding checks aged and listed
- [ ] All unmatched transactions moved to the exception log
- [ ] Journal entries posted for bank-only items
- [ ] Adjusted balances confirmed to match
- [ ] All reconciling items aged less than 30 days, or flagged if not
- [ ] Items aged over 60 days specifically flagged for escalation
- [ ] Segregation of duties confirmed — preparer and reviewer are different people (COSO)

6. WHEN TO ESCALATE BEYOND A TEMPLATE

This template is built for single-entity, single-account use. Move to a platform when:

- [ ] Multiple bank accounts require separate monthly reconciliations
- [ ] Multiple entities are in scope
- [ ] Transaction volume runs into the hundreds or thousands per month
- [ ] There is no automated bank feed capability
- [ ] There is no aging escalation workflow for old items
- [ ] Continuous, not just period-end, reconciliation is needed

Preparer signature _____ Reviewer signature _____ Date _____

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