Balance Sheet Reconciliation

Account Name _____ **Prepared By** _____ **Date** _____

GL Account Number _____ **Reviewed By** _____ **Date** _____

Account Purpose

Balance Per Sub-ledger (or Detail) _____

Adjustments to the sub-ledger:

Description	
Description	
Description	
Description	
Description	
Description	

Valid Reconciling Items:

Description	
Description	
Description	
Description	

Balance	
Difference	

Balance Per General Ledger _____

Adjustments to the general ledger:

Summation Error	
Transposition Error	
Missing Credits	
Description	
Description	
Description	

Valid Reconciling Items:

Description	
Description	
Description	
Description	

Balance	

Entry #	Dr/Cr	Account #	Account Description	Debit	Credit

Description