

Bank Reconciliation Checklist

Companion to a bank reconciliation explanation article

Period: _____ Account nickname: _____

Use locally. Do not enter passwords or a full bank account number.

☐ **01. Match the period**

Use the same closing date for the statement and cash book.

☐ **02. Gather the records**

Obtain the bank statement, cash book and previous reconciliation.

☐ **03. Check the opening balance**

Confirm the opening position against the previous reconciliation.

☐ **04. Match individual transactions**

Compare amounts, dates and references; tick matched entries.

☐ **05. Identify timing differences**

List deposits in transit and payments not yet cleared.

☐ **06. Identify bank-only entries**

Review charges, interest and direct debits not recorded in the books.

☐ **07. Investigate errors**

Check duplicates, omissions and wrong amounts; do not force a match.

☐ **08. Record supported corrections**

Post authorised corrections with supporting evidence.

☐ **09. Reconcile the closing balances**

Explain every difference; confirm the adjusted balances agree.

☐ **10. Document and follow up**

Record preparer/reviewer and track unresolved items next period.

Outstanding items / follow-up:

Prepared by: _____ Reviewed by: _____

General educational checklist; not an audit report or assurance of accuracy.

Adapt to the business and investigate all differences. Keep completed records securely.