

# Payroll Reconciliation Summary Report

Report Date:	2024-06-15	Payroll Period:	June 1 - June 15, 2024
Prepared By:	Jane Doe	Department:	Human Resources

## Summary Table

Category	Payroll Register	Bank Disbursement	Variance
Total Gross Pay	\$150,000.00	\$150,000.00	\$0.00
Deductions	\$30,000.00	\$30,000.00	\$0.00
Net Pay	\$120,000.00	\$119,500.00	-\$500.00
Totals	\$150,000.00	\$149,500.00	-\$500.00

## Variance Explanation

Description	Amount	Reason/Remarks
Unclaimed Salary	-\$500.00	Unprocessed payment for employee resignation

## Certification

I hereby certify that the payroll records have been reconciled with the corresponding bank disbursement records and any variances have been explained above.

Prepared By:	Jane Doe	Date:	2024-06-15
Reviewed By:	John Smith	Date:	2024-06-15

### Important Notes:

- This summary facilitates the comparison of payroll expenses against actual bank disbursements for accuracy and compliance.
- Any variances must be investigated, explained, and properly documented.
- Timely reconciliation helps prevent payroll fraud and ensures accurate financial reporting.
- All supporting documents should be securely filed for audit and compliance purposes.