

# Monthly Payroll Reconciliation Document

**Period:** June 2024  
**Department:** Finance  
**Prepared By:** John Doe  
**Reviewed By:** Jane Smith  
**Date:** 30/06/2024

## Payroll Summary

Description	Amount (USD)
Total Gross Payroll	50,400.00
Total Deductions	8,300.00
Net Payroll	42,100.00
Bank Transfer Total	42,100.00

## Employee Payroll Details (Sample)

Employee Name	Employee ID	Gross Pay	Deductions	Net Pay
Alice Johnson	EMP001	3,800.00	700.00	3,100.00
Bob Lee	EMP002	4,100.00	820.00	3,280.00
Carla Gomez	EMP003	5,000.00	950.00	4,050.00

## Reconciliation Status

**Bank Statement Total:** 42,100.00  
**Net Payroll Total:** 42,100.00  
**Difference:** 0.00

No discrepancies identified. Payroll and bank transfer totals match for the period.

Prepared By

Reviewed By

## Important Notes

- Ensure all payroll records are supported by relevant documentation.
- Verify deductions and net pay calculations before submission.
- All discrepancies must be explained and resolved before final approval.
- This document should be retained for audit and compliance purposes.
- Access to payroll information should be restricted to authorized personnel only.