

Net Pay Payroll Reconciliation Statement

Company Name: Acme Corp
Payroll Month: June 2024
Prepared By: HR Payroll Team
Date of Preparation: 05 July 2024

Payroll Details

Employee ID	Employee Name	Gross Salary	Deductions	Additions	Net Pay	Bank Transfer Amount	Status
EMP001	Jane Doe	₹75,000	₹13,700	₹2,000	₹63,300	₹63,300	Reconciled
EMP002	John Smith	₹65,000	₹12,500	₹1,700	₹54,200	₹54,200	Reconciled
EMP003	Priya Gupta	₹60,000	₹11,000	₹1,200	₹50,200	₹50,200	Reconciled
Total		₹200,000	₹37,200	₹4,900	₹167,700	₹167,700	

Net Salary Bank Reconciliation

Total Net Pay (as per payroll)	₹167,700
Total Amount Transferred to Bank	₹167,700
Difference (if any)	₹0

Important Notes

- Reconciliation ensures that the net salary recorded in payroll matches the actual payment made via bank transfer.
- Any discrepancies must be investigated and resolved promptly before closing payroll for the period.
- Supporting documents such as bank statements and salary sheets should be kept for audit purposes.
- Final sign-off by the HR head or authorized personnel is recommended after verification.
- Regular reconciliation reduces errors, prevents fraud, and maintains compliance.