

Payroll Deductions Reconciliation Document

Company Information

Company Name:	Acme Corporation Ltd.
Pay Period:	01 June 2024 – 30 June 2024
Date Prepared:	05 July 2024
Prepared By:	Jane Doe, Payroll Officer

Summary of Payroll Deductions

Deduction Type	Total Amount Deducted	Amount Remitted	Variance
Income Tax (PAYE)	\$12,500.00	\$12,500.00	\$0.00
Pension Contribution	\$4,200.00	\$4,200.00	\$0.00
Health Insurance	\$3,000.00	\$3,000.00	\$0.00
Other Deductions	\$1,250.00	\$1,250.00	\$0.00
Total	\$20,950.00	\$20,950.00	\$0.00

Employee Deductions (Sample)

Employee Name	Pension	Health	PAYE	Other	Total Deducted
John Smith	\$200.00	\$150.00	\$750.00	\$50.00	\$1,150.00
Emily Davis	\$210.00	\$155.00	\$765.00	\$55.00	\$1,185.00
Michael Lee	\$220.00	\$160.00	\$770.00	\$60.00	\$1,210.00

Reconciliation Statement

Based on the calculations above, all payroll deductions for the pay period have been matched accurately with the amounts remitted to relevant authorities and third-parties. No variances or discrepancies found.

Important Notes

- Ensure timely remittance of all deducted amounts to the appropriate bodies to avoid penalties.
- This document should be reviewed and signed by both Payroll and Finance departments.
- Keep supporting documentation (payroll journals, bank slips) for audit purposes.
- Investigate and resolve any variances immediately if found during reconciliation.