

Year-End Payroll Reconciliation

Company Information

| | | | |
|--------------|-----------------|----------------|-------------|
| Company Name | ABC Corporation | Financial Year | 2023 |
| Prepared By | Jane Doe | Date Prepared | 31-Dec-2023 |

Summary of Payroll

| Description | As per Payroll System | As per Ledger | Variance |
|---------------------------------------|-----------------------|---------------|----------|
| Total Gross Salary | \$1,200,000 | \$1,200,000 | \$0 |
| Deductions (Tax, Provident Fund etc.) | \$300,000 | \$299,500 | \$500 |
| Net Pay | \$900,000 | \$900,500 | -\$500 |
| Employer Contributions | \$120,000 | \$120,000 | \$0 |

Reconciliation Items

| Month | Gross Salary | Deductions | Net Pay |
|----------|--------------|------------|----------|
| January | \$100,000 | \$25,000 | \$75,000 |
| February | \$100,000 | \$25,000 | \$75,000 |
| ... | ... | ... | ... |
| December | \$100,000 | \$25,000 | \$75,000 |

Variance Explanation

| Variance Item | Amount | Explanation |
|---------------|--------|---|
| Deductions | \$500 | Pending adjustment for December tax withholdings. |
| Net Pay | -\$500 | Reversal of prior period payroll error. |

Important Notes:

- Ensure all payroll records match general ledger and supporting documents.
- Investigate and resolve all variances before financial year closure.
- Support all reconciled items with proper documentation.
- Retain this document for statutory audit and compliance reviews.
- Review government contributions and tax filings for year-end accuracy.