

Payroll Record Reconciliation

Company Name: _____ Pay Period: _____ - _____

Prepared By: _____ Date: ____/____/____

Payroll Details

Employee ID	Employee Name	Gross Pay	Deductions	Net Pay	Payroll Register Amount	Bank Statement Amount	Variance	Remarks
00123	John Doe	2,500.00	400.00	2,100.00	2,100.00	2,100.00	0.00	
00124	Jane Smith	2,800.00	420.00	2,380.00	2,380.00	2,370.00	-10.00	Bank fee
...								
Totals		5,300.00	820.00	4,480.00	4,480.00	4,470.00	-10.00	

Reconciliation Summary

Description	Amount
Total Net Pay (Payroll Register)	4,480.00
Total Paid (Bank Statement)	4,470.00
Variance	-10.00
Difference Explanation	Bank fee adjustments

Prepared By

Reviewed/Authorized By

Important Notes:

- Ensure all payroll figures are cross-verified with supporting documents and bank statements.
- Investigate and document any variances promptly for transparency and future audits.
- This reconciliation should be prepared and reviewed after every payroll cycle.
- Store completed reconciliations securely for compliance and financial reporting purposes.
- Keep all related documentation (e.g., payroll register, bank statement, adjustment records) on file.