

# Quarterly Closing Ledger Reconciliation

Company Name:

Quarter:

Reviewed By:

ABC Enterprises Ltd.

Q1 - 2024

John Smith

Prepared By:

Date Prepared:

Review Date:

Jane Doe

2024-04-15

2024-04-20

## Ledger Reconciliation Summary

Account Name	Account Number	Ledger Balance	Sub-ledger/Statement Balance	Difference	Comments/Explanation
Cash at Bank	1001	12,500.00	12,480.00	20.00	Outstanding check #123
Accounts Receivable	1101	45,300.00	45,300.00	0.00	Reconciled
Accounts Payable	2001	18,150.00	18,150.00	0.00	Reconciled
Fixed Assets	1201	210,000.00	209,900.00	100.00	Depreciation adjustment pending

## Certification

I hereby certify that the balances of the accounts listed above have been reviewed and reconciled as of 31-Mar-2024. All discrepancies have been explained and appropriate action will be taken to resolve outstanding issues.

Prepared By:

Reviewed By:

Date:

Date:

## Important Notes

- Quarterly closing reconciliation ensures accuracy and completeness of financial records at period-end.
- All discrepancies identified should be documented with corresponding explanations and actions required.
- Both preparer and reviewer must sign off to validate the reconciliation process.
- Maintain this document as part of official financial records for audit and reference purposes.
- Timely resolution of outstanding items supports smoother annual closing and compliance requirements.