Bank & Credit Card Reconciliation Checklist

Make sure your books match what actually happened at the bank.

A practical reconciliation guide for small business owners

1. Before You Reconcile

- ■ Have the complete bank or credit card statement for the reconciliation period
- ■ Confirm the statement beginning and ending dates
- ■ Confirm the statement beginning and ending balances
- ■ Make sure transactions through the statement ending date have been entered or imported
- ■ Review bank-feed transactions that are still waiting to be matched, added or excluded
- ■ Record bank fees, interest income, credit card interest and other statement-only activity
- ■ Confirm transfers between business accounts are recorded as transfers - not income or expenses
- ■ Confirm credit card payments are recorded as payments/transfers - not additional expenses

Bookkeeper's Note:
Reconciliation starts with the statement - not the bank feed. The statement provides the independent balance you are reconciling your books to.

2. Complete the Reconciliation

- ■ Verify the beginning balance in QuickBooks agrees with the statement
- ■ Match deposits and other money received to the statement
- ■ Match checks, withdrawals and electronic payments to the statement
- ■ Match credit card purchases, credits and refunds to the statement
- ■ Confirm bank fees and interest are included
- ■ Review any transaction amounts or dates that do not agree with the statement
- ■ Continue until the reconciliation difference is $0.00
- ■ Confirm the reconciled ending balance agrees with the statement ending balance

3. Investigate Differences

- ■ Look for duplicate transactions
- ■ Look for transactions missing from the books
- ■ Check for transactions entered for the wrong amount
- ■ Check for deposits or payments posted to the wrong account
- ■ Review transactions that may have been accidentally deleted or changed
- ■ Investigate unexpected changes to a previously reconciled balance
- ■ Review old outstanding checks and determine whether they are still valid
- ■ Review old uncleared deposits and determine whether they were recorded correctly
- ■ Do not force a reconciliation with an adjustment simply to make the difference equal zero

Bookkeeper's Note:
If a reconciliation will not balance, find the difference. Avoid creating an adjustment just to force the reconciliation to $0.00 unless you understand exactly what the adjustment represents.

4. Credit Card Review

- ■ Confirm every business credit card account is reconciled separately
- ■ Verify purchases and credits agree with the credit card statement
- ■ Confirm payments are applied to the correct credit card account
- ■ Verify payments were not also categorized as expenses
- ■ Record interest charges, annual fees and other card fees appropriately
- ■ Review refunds and statement credits for proper categorization
- ■ Confirm the ending balance agrees with the statement
- ■ Review employee or authorized-user charges for missing receipts or business purpose, when applicable

5. Final Reconciliation Review

- ■ Reconciliation difference is $0.00
- ■ Statement ending balance agrees with the reconciled balance
- ■ Unusual or old outstanding transactions have been investigated
- ■ Transfers and credit card payments have been recorded correctly
- ■ Duplicate and missing transactions have been resolved
- ■ Reconciliation report has been saved or retained
- ■ Supporting statements and documentation are organized for the month
- ■ Any unresolved items have been documented for follow-up

Bookkeeper's Note:
A $0.00 reconciliation difference confirms that the transactions recorded agree with the statement. It does not automatically mean every transaction has been categorized correctly. Reconciliation and account review work together.

Reconciliation Details

Account Reconciled: ______________________

Statement Ending Date: ______________________

Statement Ending Balance: ______________________

Reconciled By: ______________________

Date Completed: ______________________

Items Requiring Follow-Up

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Keep Going: Review the Rest of Your Books

Use the **Monthly Bookkeeping Checklist** for a complete month-end review.

How confident are you in your business financials?
Take the free **Aloha Bookkeeping Pros Business Finance Confidence Scorecard** to identify areas that may need attention.

Need help with reconciliations or cleanup?
Aloha Bookkeeping Pros provides monthly bookkeeping, reconciliations, financial reporting, QuickBooks Online support and cleanup services for small businesses.

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