HILLCREST SENIOR LIVING

Payroll Reconciliation Statement

Pay period ending 31 October 2026

This statement confirms that payroll, bank payments and the general ledger agree for the period. Each difference is explained and cleared before the payroll is closed.

1. NET PAY: REGISTER VS BANK	
Item	**Amount**
Net pay per payroll register	$168,422.36
Less: net pay per bank debits (salary batch)	($168,122.36)
Difference	$300.00

Explanation of difference	Amount
Replacement cheque issued 03 Nov for employee #1187 (cleared next period)	$300.00
Unexplained difference	**$0.00**

2. LIABILITIES: REGISTER VS LEDGER			
Liability account	**Per register**	**Per ledger**	**Difference**
Income tax withheld	$31,840.12	$31,840.12	$0.00
Social security (employee + employer)	$29,702.60	$29,702.60	$0.00
Medicare (employee + employer)	$6,946.48	$6,946.48	$0.00
Pension deductions	$8,120.00	$8,120.00	$0.00
Garnishments	$640.00	$640.00	$0.00

3. SIGN-OFF CHECKLIST

- ☐ Headcount on the register agrees with HR records (new starters and leavers checked)
- ☐ Rate changes approved and supported by signed forms
- ☐ Tax deposits scheduled for the due date
- ☐ Exceptions report reviewed (negative net pay, unusual overtime)

Prepared by Reviewed by Date

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