Financial management

Figure 8 – Sample bank reconciliation form

Bank reconciliation for the month of _____

Section A: Cash book summary for the month

Cash book balance brought forward from last month: _____

Add: Total Cash Received for the month: _____
(from Cash Received Analysis Book)

Sub-total: _____

Less: Total cash paid for the month: _____
(from cash paid analysis book)

Equals: Closing cash book balance: _____
(to carry forward)

*   *   *   *   *   *   *   *   *

COMPARED TO:

Section B: Bank statement summary for the month

Bank statement balance at the end of the month: _____

Add: Outstanding receipts
(unticked in cash received analysis book)

date   reference no.   amount

Total of outstanding receipts: _____

Sub-total: _____

Less: Outstanding cheques

(unticked in cash paid analysis book)

date   cheque no.   amount

      Total of outstanding cheques: _____

Equals: Adjusted bank statement balance: _____

Signature:_____   Date:_____
(by person who has prepared the
bank reconciliation)

Signature:_____   Date:_____
(counter signature)