

## 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)

<u>date</u>	<u>reference no.</u>	<u>amount</u>
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Total of outstanding receipts: \_\_\_\_\_

Sub-total: \_\_\_\_\_

**Less:** Outstanding cheques

(unticked in cash paid analysis book)

<u>date</u>	<u>cheque no.</u>	<u>amount</u>
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Total of outstanding cheques: \_\_\_\_\_

**Equals:** Adjusted bank statement balance: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(counter signature)

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