Appendix 1 – Month End Reconciliation Schedule

Month End (MM/YY) ____________________ (Use this date as the end date for all the reports listed below)

Action ✓

1. **Bank Reconciliation completed for:** ☐

    a. Bank Account No ____________________ ☐

    b. Bank Account No ____________________ ☐

    c. Cash Account (Petty Cash Tin) ☐

2. **Print and review list of Unpresented Items, noting action taken for any overdue items** ☐

    (Transaction Entry | Bank Statements | Print Unreconciled Transactions)

3. **Summary Balance Sheet & Income and Expenditure reports printed** ☐

    (Screen Enquiries / Reports | Financial Reports, ensuring the correct date range is selected)

    a. Check that the Balance Sheet is in balance ☐

    b. Check that the Income and Expenditure report has sensible, appropriate figures and investigate oddities ☐

    c. Check that the Movement in Period corresponds on the two reports ☐

    Movement in Period figure from Balance Sheet £ ____________________

    Movement in Period figure from I & E Report £ ____________________

4. **Go to Transaction Entry | Bank Statements and check that the Cash Book Balances for each account are equal to the balances on the Summary Balance Sheet**

	Cash Book Balance on Bank Statement screen	Cash Book Balance on Balance Sheet	
a. Bank Account	£ ____________	£ ____________	☐
b. Bank Account	£ ____________	£ ____________	☐
c. Cash Account	£ ____________	£ ____________	☐

Reconciliation Schedule prepared by: ________________________

Reconciliation Schedule reviewed by: ________________________