

EXAMPLE: END OF MONTH RECONCILIATION

End Of Month Income And Expense Reconciliation

SERVICE USER OR LOCATION: JOSEPHINE BLOOMS MONTH: February YEAR ' 00 BANK ACCOUNT NUMBER: 217400 465-786

BANK ACCOUNT		
Credits Money In Pensions, salaries, deposits	Debits Money Out Including fees, transfers etc.	Bank Account balance
Opening Balance =		\$1200.00

\$404.40	\$325.10	\$1279.80
TOTAL CREDITS A	TOTAL DEBITS B	END OF MONTH ACCOUNT BALANCE C

“Opening Balance” + A - B = \$ 1279.80
Compare with C

INCOME AND EXPENDITURE

Signature: Merlly Smith
Title: Community Auditor
Date: 1/3/00

CASH FLOAT		
Cash tin in Money from bank	Cash tin Out To resident's wallet	cash float balance Cash held by staff on premises
Opening Cash on hand =		\$25.00

\$130.00	\$129.50	\$25.50
TOTAL IN D	TOTAL OUT E	END OF MONTH CASH IN FLOAT F

“Opening Cash on hand” + D – E = \$ 25.50
Compare with F

- Make sure that your passbook is up to date, showing the balance for the end of the month.
- Check all receipts are present and the prices correspond to the entries in the income and expense statement?
- Initial all transfers from the Bank account to the cash float, confirm that the figures in the Income and Expense Statement match the Passbook.

Using the monthly figures on the income and expense statements fill in the:

BANK ACCOUNT	CASH FLOAT
<ol style="list-style-type: none"> 1. Opening balance 2. Total the “credits” for the month 3. Total the months “debits” for the month 4. Enter the current balance of the account 5. Calculate the opening balance + the months credits – the months debits <p>Does this equal the amount indicated in the bank book? Attempt to locate the discrepancy.</p>	<ol style="list-style-type: none"> 1. Opening cash float on hand 2. Total cash tin in 3. Total cash tin out 4. Enter the current balance of the cash tin 5. Opening Cash on hand + the “Cash tin in” total – the “Cash tin out” total <p>Does this equal the amount of cash in the persons cash tin? Attempt to locate the discrepancy.</p>

- Staple all the receipts, record sheets and reconciliation together and file.