

End Of Month Income And Expense Reconciliation

SERVICE USER OR LOCATION: _____ MONTH: _____ YEAR '___ BANK ACCOUNT NUMBER: _____

BANK ACCOUNT			INCOME AND EXPENDITURE	CASH FLOAT		
Credits Money In Pensions, salaries, deposits	Debits Money Out Including, fees, transfers etc.	Bank Account balance Confirm with passbook	Signature: _____ Title: _____ Date: _____	Cash tin in Money from bank/Money returned from Wallet	Cash tin Out Purchases made or cash into resident's wallet	Cash float balance Cash held by staff on premises in purse or cash tin
Opening Balance =				Opening Cash on hand =		
C	C	C	C	F	F	F
TOTAL CREDITS A	TOTAL DEBITS B	END OF MONTH ACCOUNT BALANCE C	Signature: _____ Project Committee Auditor Date: _____	TOTAL IN D	TOTAL OUT E	END OF MONTH CASH IN FLOAT F

“Opening Balance” + A - B = \$ _____
Then compare with C

“Opening Cash on hand” + D - E = \$ _____
Then Compare with F

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

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

BANK ACCOUNT	CASH FLOAT
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 Does this equal the amount indicated in the bank book? Attempt to locate the discrepancy. Report to Coordinator	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 Does this equal the amount of cash in the float? Attempt to locate the discrepancy. Report to Coordinator

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