	Month of:
Name:	Bank Account #
Address:	Bank Name:
	Bank Address:
Service Provider/Staff Responsible:	
Contact for Reporting & Authorization (refer to Ap	ppendix D):
Address:	_ Phone:

Address:		Phone:					
DATE	EXPLANATION	CHEQUE/ACCOUNT #		DRAWAIS	BALANCE	INITITALS	
	Bank balance brought forward from previous month						
_		_					
	Bank balance to be brough	nt forward to next pag	ge				

DATE	EXPLANATION	CHEQUE/ACCOUNT #	DEPOSITS	WITH- DRAWALS	BALANCE	E INITITALS
	Bank bal					
					2)	
Total all deposits 3) & withdrawals 4) from each column above.  Enter the actual bank balance from the individual's bank statement/bank account book in 5) for the last day of the month.						BANK BALANCE
	MONTH	END RECONCILIATION F	OR BANK AC	COUNT*		
BANK BALAI	NCE BROUGHT FORWARD FROM	PREVIOUS MONTH			1)	
ADD TOTAL	+3)					
TOTAL DEPO	= _					
SUBTRACT 1	OTAL OF ALL WITHDRAWALS FO	OR MONTH FROM BALAN	CE ABOVE		-4)	
TOTAL (CRO	SS CHECK FOR ACCURACY OF N	ONTH-END BALANCE)			6)	
balance as corrected b	ANCE BROUGHT FORWARD TO noted in 5) above (if no errors/or alance confirmed by the bank. n where 2), 5) & 6) are not the sam	missions are apparent in				
actual bank be thorough chec crossed out w	ATION: Do the following balances of all additions and subtractions with a line (do not use white out or eract reconciliation.	eck for accuracy of month on this record and all entri	end balance? es in bank bo	Where these oks or stateme	balances are ents. Errors o	not the same, make a n this record should be
RECONCILE	RECONCILED BY: DATE:					