	Мо	nth of:
Name:	Address:	
Service Provider/Staff Responsible:		
Contact for Reporting and Authorization	on (refer to Appendix	D):
Address:		Phone:
Person Assisting with Bank Accounts:	:	Phone:

Pers	Person Assisting with Bank Accounts:			Phone:		
DATE	EXPLANATION	RECEIPT/CHEQUE/ ACCOUNT #	CASH IN	CASH OUT	BALANCE	INITIALS
	Cash balance bro	1)				
	_					
	Cash halanca ta	ho brought forward	to novt no			
	Cash Dalance to	be brought forward	to next pag	C		

DATE	EXPLANATION	RECEIPT/CHEQUE/ ACCOUNT #	CASH IN	CASH OUT	BALANCE	INITIALS
	Cash balance bro	ought forward from p	revious pa	ge		
					2)	
	l sh in 3) & cash out in 4) from e individual's cash (actual amoul		3)	4)	ACTUAL CASI	H-ON-HAND
	MONTH	I END RECONCILIATION	FOR CASH-OI	N-HAND*		
CASH BALAN	ICE BROUGHT FORWARD FROM	PREVIOUS MONTH			1)	
ADD TOTAL OF ALL CASH IN FOR CURRENT MONTH					+3)	
TOTAL OF CASH IN & BALANCE BROUGHT FORWARD FROM PREVIOUS MONTH					=	
SUBTRACT TOTAL OF ALL CASH OUT FOR CURRENT MONTH FROM BALANCE ABOVE					-4)	
TOTAL (CROSS CHECK FOR ACCURACY OF MONTH END BALANCE)					6)	
hand that th	ANCE BROUGHT FORWARD TO Ne individual should have in safeke	eping at month end. The	service provi	der is responsi		
	sing the individual, where shortagen where 2), 5) & 6) are not the sam		ot be accounte	ea tor.		
individual has additions and	TION: Do the following balances colleft; 6) cross check for accuracy of subtractions on this record and recase errors) with the corrected amount	month end balance? Whellount all cash-on-hand. Er	re these baland rors on this re	ces are not the s cord should be	same, make a thore crossed out with a	ough check of a line (do not us
RECONCILED) BY:			DATE:		
POSITION:						