

Bank reconciliation, Relief Unlimited, Port Jabel

Month February 2005

Bank balance from Bank statement at end of month	569,570	A
Less payments shown in cash book but not on bank statement		
Cheque No 25007	13,300	B
Plus receipts shown in cash book but not on bank statement		
Cheque credit	500,000	C
Other adjustments		
None	-	D
Bank balance at end of month from Cash and bank book	1,056,270	A - B + C + D

Bank charges would be included here if the accounts were closed before the bank statement was received

To check that the bank statement and the cash and bank book can be reconciled, ensure that the closing bank balance in the Cash and bank book really does equal A - B + C + D

Name	Position	Date	Signature
Prepared by			
.....
Checked by			
.....

Bank reconciliation, Relief Unlimited, Port Jabel

Month March 2005

Bank balance from Bank statement at end of month	2,527,320	A
Less payments shown in cash book but not on bank statement		
<div>Cheque No 25017</div>	2,400,000	B
Plus receipts shown in cash book but not on bank statement		
<div>Paying in reference</div>	25,000,000	C
Other adjustments		
<div>None</div>	-	D
Bank balance at end of month from Cash and bank book	25,127,320	A - B + C + D

Bank charges would be included here if the accounts were closed before the bank statement was received

To check that the bank statement and the cash and bank book can be reconciled, ensure that the closing bank balance in the Cash and bank book really does equal A - B + C + D

Name	Position	Date	Signature
Prepared by			
.....
Checked by			
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