## BANK RECONCILIATION FORM

**Lions Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bank reconciliation for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**At (date)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| BALANCE Brought Forward 1 JULY | | **$** |  |
| Add: INCOME YTD | **$** |  |  |
| Deduct: EXPENDITURE YTD | **$** |  |  |
| = SURPLUS (DEFICIENCY) | | **$** |  |
| **BALANCE PER CASHBOOK** | | | **$** |
|  | | | |
| BALANCE PER BANK STATEMENT No. of | | **$** |  |
| Plus: Deposits not shown | **$** |  |  |
| Cash at hand not banked | **$** |  |  |
| Less Unpresented cheques per list | | **$** |  |
| = **BALANCE PER BANK STATEMENT** | | | **$** |

**LIST OF UNPRESENTED CHEQUES:**

|  |  |  |
| --- | --- | --- |
| **Cheque Date** | **Cheque issued to** | **Cheque Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **UNPRESENTED CHEQUES TOTAL** | $ |