## Appendix 3 Suggested 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** | $ |