

Unofficial Fund Reconciliation Sheet



Totalling
Column (£)

Fund Name _____

1. Cash in Hand at _____ (Must Be Verified)

2. Add Bank Balance on Latest Statement(s)

Current ^{A/C} at _____

Deposit ^{A/C} at _____

Total Statement Balance (£) _____

3. Deduct All Cheques and Cash Withdrawals Drawn,
but not yet Presented on Bank Statement(s), from
Total Statement Balance

A/C	Date	Cheque N ^o	Amount (£)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Withdrawals (£) _____ Total (£) _____

4. Add Income Received, but not yet Presented on
Bank Statement(s), to Total Statement Balance
Less Total Withdrawals

A/C	Date	Payment in Slip N ^o	Amount (£)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Deposits (£) _____

Total Bank Balance (After Outstanding Withdrawals & Deposits) (£) _____

Reconciled by _____

Date _____

Fund Value (Add Total
Bank Balance to Cash (£)) _____

This Fund Manages the Personal Finances of a Number of Individuals Whose Personal Balances Within the Overall Fund
have also been Reconciled

Client Balances Reconciled by _____

Date _____