

Parkinson's UK Bank Reconciliation

GROUP NAME: _____

01 January 2013 to _____

Start of Year Bank Reconciliation

Enter Closing Bank balances at 31 December 2012		
Bank name	Description (Current/Deposit)	Balance
Petty Cash Held	-	
Total		

Top section

This will allow you to calculate your opening cashbook balance for 2013, which will remain the same throughout the year.

Bottom section

This will allow you to do regular reconciliations throughout the year, checking that your cashbook balances with your bank and cash balances.

To calculate 'Income to date' (A), by total the columns in your cashbook, referred to as rows 1-14. Similarly, to calculate your 'Expenditure to date' (B) total 15a -28. Do not include transfers between deposit / petty cash accounts.

By marking in the cashbook when items clear, you can easily identify 'Uncleared cheque payments' (G) and 'Receipts not cleared in bank' (F). You can then calculate your Adjusted bank balance (H). Add to this your petty cash balance (J) and this 'Total adjusted cash and bank balance' (K) should equal your 'Cashbook balance' (D).

Reconciling items as at		31/12/2012
Less: uncleared cheque payments from 2012 cashbook		
Plus: receipts not cleared in bank from 2012 cashbook		
C Adjusted Cashbook Opening Balance	@ 01/01/2013	

Balances and Bank Reconciliation

Reconciling items as at date: _____

Bank balances at date:		
Bank name	Description	Balance
E Total bank balance		
F	Plus: receipts not cleared in bank	
G	Less: uncleared cheque payments	
H	Adjusted bank balance	
J	Plus: Petty Cash held	
K	Total adjusted cash and bank balance	

C Opening cashbook balance at 01/01/2013:	
A	Plus: income
B	Less: expenditure
D	Cashbook balance

Treasurer	Signature
Verified by committee member	Name
	Signature
	Date

Note: "Total adjusted cash and bank balance" K should equal "Cashbook balance" D

Please see the 'Bank reconciliation' section of the Treasurer's Guide for more information.