

Appendix 16 Bank Reconciliation Form - example

WESLEY METHODIST CHURCH

Bank Reconciliation

Bank Reconciliation as at

Balance per bank statement datedNo.....

£	p
a	

ADD: deposits not on statement:

date banked	detail	£	p
b1			
b2			
b3			
b4			

sub total (a) (balances to start & credits)

b (total b1 to b4)	
c (a + b)	

LESS: Cheques issued but not debited to bank account

date of cheque	Chq no.	payee of cheque	£	p
d1				
d2				
d3				
d4				
d5				
d6				

e (total d1 to d6)	
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ADJUSTED BANK BALANCE

f (c-e)	
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This form can be filed after completion.

A separate reconciliation statement should be prepared for each bank/CFB or other account, held.