

**KENYA FORESTRY RESEARCH INSTITUTE**

**BANK RECONCILIATION**

A/C Name:

A/C NO : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Station**:**

AS at:

Balance as per Bank Certificate

|  |  |  |
| --- | --- | --- |
| Shs | Shs |  |
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|  |  |  |
|  |  |  |
|  |

*Less*: -1. Payment in Cash Book not yet

Recorded in Bank Statements

(Unpresented Cheques)

2. Receipts in Bank statement not

yet recorded in Cash book.

*Add*:- 3. Payments in Bank Statement

Not yet recorded in Cash Book

4. Receipts in Cash Book not yet

recorded in Bank Statement.

Balance as per Cash Book

I certify that I have verified the bank Balance in the Cash Book with the Bank statement and that the above Reconciliation is correct.

***Signature: Designation: Checked By: Date:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.Payments in cash book not yet recorded in Bank statements | | | | 2. Receipts in Bank statement not yet recorded in cash book. | | | |
| (Unpresented Cheques) | | |  | Date |  | Details | AMOUNT |
| CHEQUES |  | Payee | AMOUNT |  |  |  |  |
| Date | No. |  | Shs |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  | Total |  |  |  | Total |  |
| 3.Payments in Bank Statement not yet recorded in Cash Book | | | | 4. Receipts in Cash Book not yet recorded in Bank statement. | | | |
| Date |  | Details | AMOUNT | Date |  | Details | AMOUNT |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  | **Total** |  |  |  | **Total** |  |

**REVENUE SCHEDULE**