**Luton Education Finance (LMS)**

### Bank Account Reconciliation – Scheme 1

|  |  |
| --- | --- |
| School |  |
| Month |  |

# **Returns required by School Financial Adviser**

***(by 15th of following month)***

|  |  |
| --- | --- |
| Copy Bank Statements |  |
| General Ledger – Summary Trial Balance (Reports | General Ledger | Trial Balance | Summary Trial Balance | By ledger codeNote: Select to the period you are reporting on |  |
| Balances and Reserves Report(Reports | General Ledger | Balances Reserves) |  |
| CFR I&E Report(Reports | CFR | I&E | Year To Period )Note: Select to the period you are reporting on |  |
| Bank – Unreconciled Transactions Listing(Reports | General Ledger | Bank | Unreconciled Listing)**\*NB You must always choose 1st April until current day** |  |
| Bank Reconciliation Report (Focus | General Ledger | Bank Reconciliation)N.B. Pick up the correct month and print |  |
| Copy of Submittal VAT Report |  |

**Reconciliation to FMS 6**

**Balance on Bank Statement** **B**

Balance

Bal & reserves

Balance as per FMS 6

(Balances and Reserves)

*Plus:*

u/r payments

Unreconciled Payments

Sub total

## Sub Total

*Less:*

u/r recipts

Unreconciled Receipts

balance

**Reconciled Balance** **A**

 **(A and B must be equal**)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Prepared by :** |  |  | **Authorised By:** |  |  | **For LMS Use** |
|  **Designation :** |  |  | **Designation :** |  |  | **Sig.** |  |
| **Date :** |  |  | **Date :** |  |  | **Date** |  |