**Luton Education Finance (LMS)**

### Bank Account Reconciliation - Scheme 2

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

# **Returns required by School Financial Adviser**

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

|  |  |
| --- | --- |
| Copy Bank Statements |  |
| General Ledger – Bank Claim(Reports | General Ledger | bank | bank ClaimNB. You add a new report each month and insert the closing date |  |
| Bank – Unreconciled Transactions Listing (Reports | General Ledger | Bank | Unreconciled Listing)  **NB. Leave dates as blank** |  |
| Bank – Bank History by Date (Reports **|** General Ledger **|** Bank **|** Bank History)  **NB. Choose from 1st day of current month to today’s date.** |  |
| Petty cash – Ledger Code Expenditure report (Reports **|** General Ledger **| P**etty Cash **|** Ledger Code expenditure) |  |
| Balances and Reserves Report(Reports | General Ledger | Balances Reserves) |  |
| Bank Reconciliation Report (Focus | General Ledger | Bank Reconciliation) NB. Print the most recent set of bank statements reconciled |  |
| Copy of Submittal VAT Report |  |

**Reconciliation to FMS 6**

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

B

BALANCE & RESRVES

Balance as per FMS 6

(Balances and Reserves)

*Plus:*

UNRECONCILED

Unreconciled Payments

SUB TOTAL

## Sub Total

*Less:*

U/R RECEIPTS

Unreconciled Receipts

RECONCILED BAL

**Reconciled Balance** **A**

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

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