

**FMS6 LOCAL BANK ACCOUNT RECONCILIATION**  
To be received by LGSS Schools Finance **by the 15th of the** month

NAME OF SCHOOL: \_\_\_\_\_

ORACLE CODE: \_\_\_\_\_

DATE OF BANK STATEMENT: \_\_\_\_\_

1. Balance on Bank Statement £\_\_\_\_\_ Statement Number \_\_\_\_\_

2. The closing statement balance on FMS6 £\_\_\_\_\_

**Print the Bank Reconciliation Report before closing the window after completing the reconciliation**

NB The balances at points 1 and 2 above should agree. If not, please state the reason(s) for this below:

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**PLEASE ATTACH THE FOLLOWING REPORTS**

**Bank Statements to cover the month concerned** – 2<sup>nd</sup> copy from the bank for the period reconciled.

If the 2<sup>nd</sup> copy is not received from the bank please photocopy the originals

**Bank Reconciliation Statement:**

Route: General Ledger  
Bank Reconciliation (As printed at 2 above)

**Unreconciled Transactions Listing:**

Route: Reports  
General Ledger  
Bank  
Unreconciled Transaction Listing

Leave the dates blank

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be returned to LGSS Schools Finance, John Dryden House, 8-10 The Lakes, Northampton, NN4 7YD.