

**FMS 6 LOCAL BANK ACCOUNT RECONCILIATION  
AS AT 31<sup>ST</sup> MARCH 2020**

(To be returned to Schools Finance by email to  
[finschools@northamptonshire.gov.uk](mailto:finschools@northamptonshire.gov.uk) by **24<sup>th</sup> April 2020**)

NAME OF SCHOOL: \_\_\_\_\_ DfE NUMBER: \_\_\_\_\_

Date of Bank Statement: \_\_\_\_\_

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

2. The closing statement balance on FMS: £\_\_\_\_\_

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**

**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: \_\_\_\_\_

Designation: \_\_\_\_\_

I can confirm that I have checked and reviewed the bank reconciliation and the bank statements.

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

To be retained, with a copy to be scanned and emailed to LGSS Schools Finance.  
H:\Educ\Charlotte D\Website Forms\LB6 - Year End Bank Reconciliation 19-20.doc