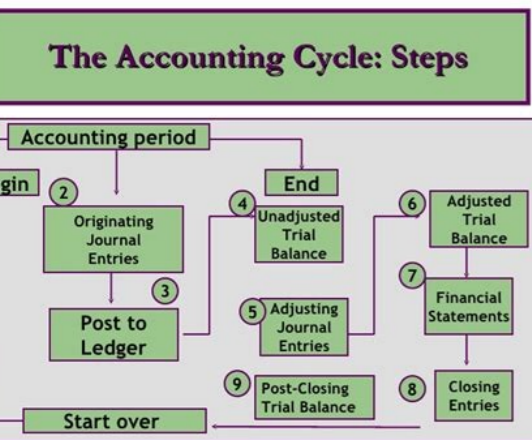
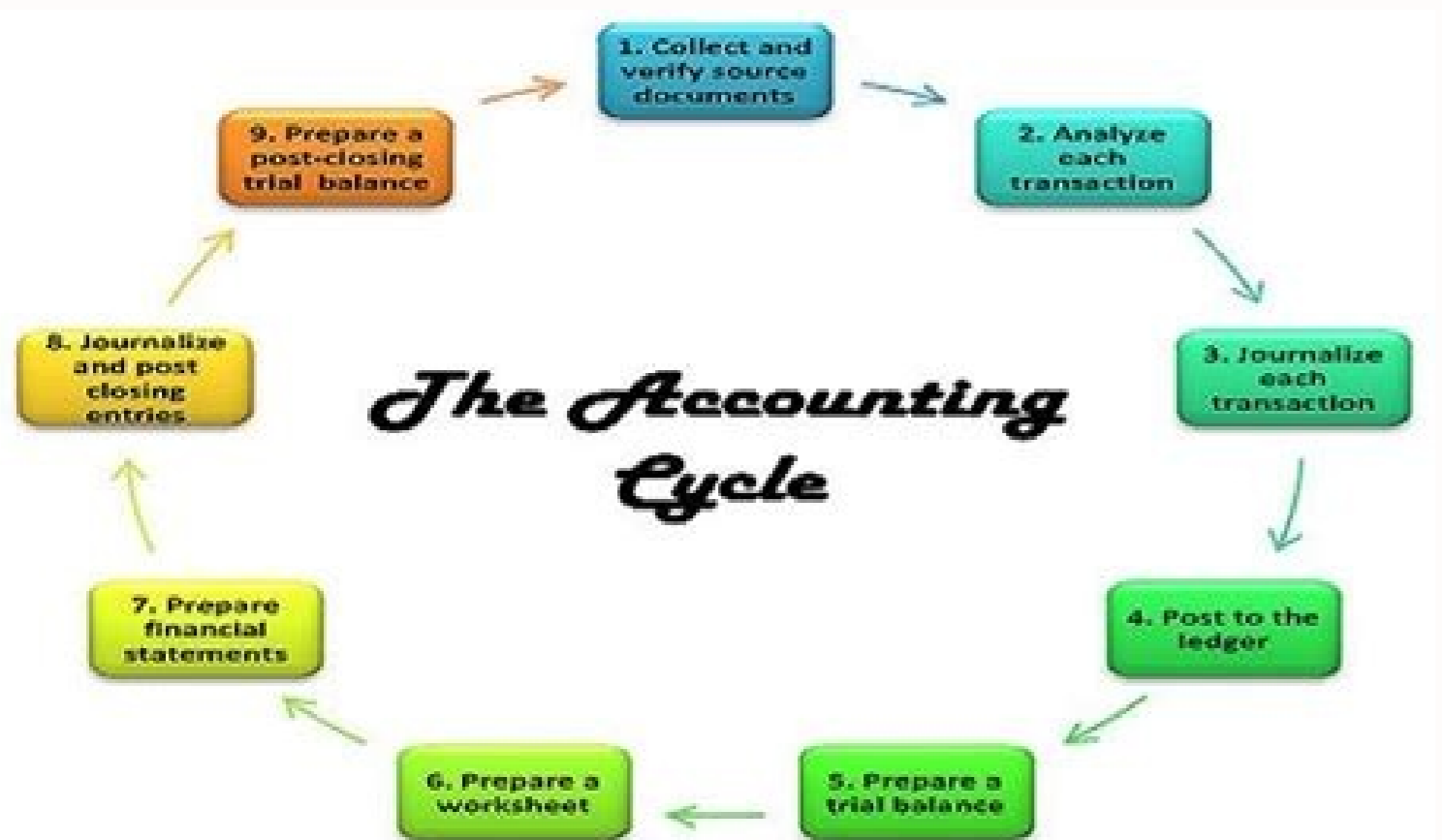


I'm not robot!

Bank reconciliation template

FINANCIAL YEAR ENDING 31 MARCH 2019			
Authority name and reference			
Prepared by:	Name: NINA WALLACE	Date:	03.10
Role (tick/MD etc):			
Approved by:	Name: SIMON PHILIPS	Date:	03.10
Role (MD/Chair etc):			
Balance per bank statements as at 31 March 2019		£	TOTAL £
List balances on all bank accounts plus any cash held at 31 March 2019			
DEPOSIT ACCOUNT	28025.9		28025.9
CURRENT ACCOUNT	1179.85		1179.85
Less any un-presented cheques at 31 March 2019			
Itemize with amount, account, list date, cheque number & value. Use separate list if needed			
Cheque No:	10.00		10.00
Cheque No:	25.00		25.00
Cheque No:	200.00		200.00
Add any unrecorded cash at 31 March 2019 (tick date & amount needed)			
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2019			£60746.55
The net balances reconcile to the Cash Book for the year, as follows:			
CASH BOOK (receipts and payments/revenue & expenditure schedules)		£	
Opening Balance:			21412.80
Add Receipts in the year:			28811.45
Less Payments in the year:			22855.71
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2019			£60746.55
Must equal total net bank balances above and Section 2, Box B			



WEEKLY SALES PROJECTION WORKSHEET

Restaurant Resource Group
www.restaurantgroup.com
 Copyright 2012

	Customer Count	Check Average	SALES		
			By Meal Period	Daily Total	% of Week
Monday	Breakfast	50 @ \$ 8.00	\$ 400.00	\$ 3,340.00	12.2%
	Lunch	70 @ \$ 12.00	\$ 840.00		
	Dinner	100 @ \$ 21.00	\$ 2,100.00		
Tuesday	Breakfast	50 @ \$ 8.00	\$ 400.00	\$ 3,340.00	12.2%
	Lunch	70 @ \$ 12.00	\$ 840.00		
	Dinner	100 @ \$ 21.00	\$ 2,100.00		
Wednesday	Breakfast	55 @ \$ 8.00	\$ 440.00	\$ 3,030.00	14.4%
	Lunch	80 @ \$ 12.00	\$ 960.00		
	Dinner	110 @ \$ 23.00	\$ 2,530.00		
Thursday	Breakfast	60 @ \$ 8.00	\$ 480.00	\$ 3,970.00	14.5%
	Lunch	80 @ \$ 12.00	\$ 960.00		
	Dinner	110 @ \$ 23.00	\$ 2,530.00		
Friday	Breakfast	70 @ \$ 8.00	\$ 560.00	\$ 4,760.00	17.4%
	Lunch	100 @ \$ 12.00	\$ 1,200.00		
	Dinner	120 @ \$ 25.00	\$ 3,000.00		
Saturday	Breakfast	40 @ \$ 8.00	\$ 320.00	\$ 4,780.00	17.5%
	Lunch	80 @ \$ 12.00	\$ 960.00		
	Dinner	140 @ \$ 25.00	\$ 3,500.00		
Sunday	Breakfast	90 @ \$ 12.00	\$ 1,080.00	\$ 3,180.00	11.6%
	Lunch	0 @ \$ 12.00	\$ 0.00		
	Dinner	100 @ \$ 21.00	\$ 2,100.00		
WEEKLY TOTAL			\$ 27,300.00	100.0%	

Month & Year-End Checklist		
Duties	Chapter	Completed
Enter all bills	X	
Enter any vendor credits	X	
Pay all bills	X	
Enter any manual checks	X	
Enter all online banking payments	X	
Enter all bank drafts	X	
Enter payroll	X	
Pay any payroll liabilities	X	
Enter any invoices required (including dues or assessments)	IX	
Enter all donations	IX	
Enter any other receipts	IX	
Record postage expense	XI	
Enter credit card charges	X	
Reconcile credit card bill	XI	
Reconcile bank account to statement	XI	
Charge prepaid expenses	XIV	
Review Receivable Aging Report	XII	
Review Payable Aging Report	XII	
Review Statement of Financial Position (Balance Sheet)	XII	
Review Statement of Activities by Class (Income Statement)	XII	
Review Income Statement Comparison to Budget	XIII	
*Allocate fund balances	XIV	
*Set year-end closing date	XIV	
*Mail 1099s and 1096	XIV	
*Mail W-2s and W-3	XIV	

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Periodic closure of the books can feel discouraging, but it is much easier to keep track of the company's finances throughout the year when performing and reviewing transactions on a monthly basis. You will have a more coherent and accurate vision of the financial position of the business, and find more opportunities for saving costs in corporate operations. Saving days of reconciliation for the end of the month also helps significantly reduce the general processing time for the quarterly and annual closure. Your complete check list at the end of the month The purpose of this late month control list is to make the entire process more manageable by breaking it in small steps. Clio makes it easy for you to face any task with greater attention, while reducing the risk of missed errors or deadlines. In order to complete the closing process in time with this control list, it is better to have the following elements at hand and ready to go: Total income/revenue accounts and invoices of the bank accounts and declarations of total petty cash inventory Total depending on your activity and industry. We have established the general essential passages that it is necessary to run to close the books in time. Follow this control list to simplify the end of the month closing process: 1. Create a closing program you have so many things every month. So don't waste precious space for the storage of a lot of dates. Prevent delays and inefficiencies by noting all important and relevant deadlines, and priority every task according to the next dates. You can also set popups and reminder in your calendar to keep you on the track. 2. Record sales - income, revenue, credits lists all coming, if they were paid or when they are due, due, id odorep li rep ilibangesnoc idnarg i onos L&P oicnalib li e enoizarahcid al emoc irazinanif itocidner i e eserpmi elled ortsigier li eiraizanif inoizaler eraraperP .7 .ineb iout ied erolav li erazneulfin onossop ehc ,atad atanimreted anu ad onnardacs ehc itnemele onos ic es etnemeteuqerf 'Aip itnemele inucla eranisirpir oirasscen " A es erapas af it elismem oiratnevni id illortnoc odnecaF ,otanoigra e etnematepmoc " A oiratnevni'iled enoizatemucod al ehc isarucissa aredised is ,ittodorp onodnev is eS oiratnevni'iled oiggetnoC .6 .otnemagap id enoissergorp orol al e ssenisub li rep itavelerp itats onos ehc ititserp i eratemucod .ineb itsequ a evitaler inoizansart o itsiugra ivoun itats onos ic es eraton e ,ediucid e essif itnerroc .Ativitta el ettut eracele e eracifitnedl .Ativissap e enoiveir id irolav .5 .drocer ien oraned ni inoizansart elocip odnaillincocir e itnatnoc etnatnoc etnemacisif odnaug etnematterroc ilatot i yllat e otsequ rep otnoc ,adneiza artsoc alled enoizarginfoc alled adnaces A .Ateicos alled inemittaprid isreviid rep oraned id tegduv onnah ertla ertnem ,oraned id evresir onnah non edneiza enucla hartsigier itnatnoc ilocceP .4 .elbissop otserp 'Aip li otlosir e oserp eresse ebbervod osepsos ni otibed isaislaug e-aruttaf o aruttaf ,etnednopsirroc aseps id atuvecir avitaler al noc iracnab itnoc len atailincocir eresse ebbervod enoizansart ingO .ollortnoc id atsil allus edehicir ehc opmet 'Aip li o ,azzerb anu eresse 2Aup oigjassap otsequ elacsif onna' ottut etnarud eseps eut el otiosig iah etnemavittiffe otnaug id adhoces A ilibaqap itnoc i ,iroitno' ied eruttaf el ,eseps el eraillincocir .3 .oirasscen es evitrat essat ilatneve etacilppa e otuvod otropmilled airomemorp nu etneic la eraivni ,otnemagap nu acnam eS .ilanoizace itneic ied itnemagap i onacnam it non ehc e inoisscerpmi el eracifirev rep enoizarahcid e otnemirefir id eruttaf el aiccar .itnof eserevid orol el Executives need these reports to stay informed about business performance and to waive them as a basis for making important decisions for the next fiscal period, make sure they are so your company's strategic financial planning is built on healthy foundations. Save days on your month-end close process Even when equipped with a month-end close checklist, sometimes accountants find themselves struggling with incomplete or missing documentation. Things like lost paper receipts and incorrect data entries are common occurrences which can cause serious delays. A That's why even the best-prepared finance teams need great tools. Spend management software like Spendesk lets you collect employee receipts automatically and reconcile payments in minutes, not days. This solution also automates tedious processes for reimbursement and invoice management. Empowering employees to spend autonomously, while giving finance teams greater visibility and control over spending behavior. A Good preparation paired with finance process automation, as well as enforcing a clear company spend policy, makes month-end closing a

walk in the park, for accountants and team members alike. Businesses can't start forecasting the future until they know the actuals from the longer it takes to close the books, the staler the books, the less accurate the accuracy of any forecast. Business partners are no longer content with long reporting cycles they want faster insights from finance. And you get faster insights by automating tedious, time-consuming tasks. Finance and accounting need to find any and all opportunities to automate tasks in the month-end close process. This is what frees their time to not only close faster, but contribute to larger conversations around strategic business goals. These are some common ways to automate aspects of your close processes. Emails and Reminders The month-end close process starts just before the month actually closes, when you're doing prep work like wrapping up outstanding vendor invoices. Close management solutions like FloQast offer a reminder features that email vendors to ask for invoices or anything due. Instead of manually running through a list of suppliers to contact and send template reminders, automating the process allows you to focus on more valuable prep work. Knowing the main one-off expenses that descend from the pipeline is fundamental for marketing, finance and accounting alignment, but try to chase updates in slack messages, via email, or in person can slow down. calendar systems such as clickups, coschedules, or Monday.com give all teams necessary visibility in what the marketing team needs regarding suppliers for the next events or guarantees for launches and product announcements. calendar serves as a timeline for budget confirmations and expectations, which can be considered as approaching your end month close or predict future close. the heads of the purchasing orders department know which tools and systems need to be successful - and these tools and systems can be modified or updated at the end of the month. if finance and accounting lack conversations with department heads on these updates, they end up with holes in the numbers. automation of purchase orders fills that gap. automation of the procurement process with systems such as accrualify simplifies the organization of your accruals and payable accounts and promotes greater transparency and efficiency. no one has perfected the automation accrual, but these types of tools can help you to follow the conversations faster so you can clarify if unusual purchase orders will be continuous expenses that you have to mature or if they are purchases once to annotate and predict for next month. Recognition of revenue and asc 606 track revenues from sales and product services ensures that your business is on track with your anticipated ARR. Tools like SasOptics automate revenue schedules through CRM integrations and synchronize invoices to the general register e etamrofni 'Aip inoiscied erednerp rep enoiscicrp amissam al noc inoizamrofni el eneitto am ,ehliissop etnemadipar 'Aip li ssenisub la iremun i eneitto olos non maet ortsov li ehc arucissa thgit-ria esem enif id atterts ollortnoc id atsil anu odnaccolbS á otseq us etasab inoiscied erednerp onosop is non ,af ol odnaq E .eperc el osrevartta eretac ebbertop asoclaug ,erigungs ad icifficeps isrocrep eteva non o otazzidradnats 'Á non onciv ossecorp ortsov li eS ' ,idrat opport eneitto is' ,omaic ol ,oitseq lam 'Á ossecorp li o etnematterroc ittaf onos non inemaiznanif i eS :ocsaV odnoceS .arusim us ossecorp leuq erirtuosc rep elitu aznetrap id otntp nu ' Á tsilkehc id olledom nu erevA .eratnorffa ad otnat 'Áac aM .enoizazzinagro'nu id ilauidividni ezegise el rep arusim us issecorp etnemacipit onos itseuQ ,atacirac adnamod anu id' op nu ' Á onciv ollortnoc id ocele enif-esem nu rep anosrep anu eraF eduihC elisnem ollortnoc id atsil anu noc atsip us maet ortsov li erenetnaM ,erinev a isem i rep aseps id inoisivrep el erutegese e esem li rep elaei aseps alla ottepsir tegdub out li eratnorfnoc etnemlicaf retop ad odom ni ,drocer id imetsis 'Aip ad itad i etnemacitamotua agerrga ehc isilana id alet anu erffo ciasoM .odoirep led osroc len oiraiznanif odoirep li eratnorfnoc rep enoizucese ni ossulf led isilana' l e ilartsemirt itnop id enoizurtsoc allen elatnemurts otats ' Á ociasoM li emoc otaton ah ocsaV .evitucexe etius e itnegirid irtsov ia isicicrp troper erirorf rep onnats esoc el evod etnemattase erepas etevoD .iremun irtsov i orteid á©Áhcrepá li erageips rep attol is emoc iroititsevni ilg noc enoizisop ortsov al odneref ,issecorp itseq id onucaic onnareliared arusiuhc allen idratir i e inoiscicrpmi eL ,avitutni xulf isilana e odrob id enoizaler etrof anu rep esab al onos esem enif tneiciffE sexulF e stropeR odroB .ominim elauanam tupni noc etartne elled otnemiconocir li eritseq retop ad odom ni itnoc ied arurturts allied eirogetac eirogetac ertsov el ,etnemacipit ,oiraiznanif oigpaseap led atsvi id ammaq atla ,aipma artsov al onnad eirogetac eL eirogetaC ?elisnem ollortnoc id atsil anu ni edeccus asoC Equivalent in cash and cash. Review all cash transactions and reconcile bank sales to create a base for your financial statements, cash flow analysis and any forecast of the cash flow. Fingering the voices of the diary in your ERP and save bank statements/credit cards for your records. Prepaid and other resources. Before the end of the period, you review the prepaid spending items and the amortization records for the accuracy. So after the end of the period, it finalizes the new prepaid spending items and remove the completely cushioned ones. Assets. Record the amortization of the ASC842 leasing if applicable and any prepaid rental. Take into account the demanding of the equipment and make sure to classify the expenses that cross the capitalization threshold. Purchases and other passivities. Reconcile the payments of the invoice, the records of record competence for the sales commissions and the installment programs for ERP, Cohale and benefits. Align the HIS data with the total payroll between the ERP departments. Equity. Register any compensation costs based on shares or equity transactions. Entrances and expenses. RECORD RELATIONSHIP FOR RECORD RELATIONS FOR CLOSED CONDITIONS AND VOICES OF RECOGNIVE OF POST-EIGHTER ENTRATED RELEASE. Create and review the explanations of the flow after all the income statements have been closed. Close and general reports. A capture category for further reviews for reconciliations, final budgets, materials of the board of directors, etc. Description of each activity that you are therefore breaking each category in activities. And it is here that you will enter the most fine details to organize your team towards efficient collaboration while completing the closure of the month. Be detailed as you want, but do not make the control list in information. Create manuals for The process and expectations to consider a complete activity or when your team can go to the next step. What are required for time and what information are they are Before starting the next activity. Take inspiration from the time sequence of Vasco, where he performs high intensity activities how to check record sales for inaccuracies or follow the sellers and reconciliation of suspended invoices, such as prep (day -1) and articles on the first day. Cíe guarantees a lot of time to get an answer and not retain other activities as possible. To appoint the preparers and the collaboration of the auditors, the columns require transparency: the team must know who has as part of the end of the month process. Lists the names in each column to encourage autonomy and team work your team recognizes when they complete an activity and can have an additional review before moving on to the next section, which continues to strengthen the accuracy of the relationship in each phase. For the complete revision of the financial statement, the accounting and finance teams know the rhythm of the company, such as when vendors pay invoices and when your company pays the costs (such as invoices and salaries of the software). Place these teams to set the time sequence for the general review, including control of automated figures. While the auditors are noted throughout the process, Vasco plans an overall revision of the relationship around the sixth day to take into account any inaccuracies. Mosaic can conduct a close -up process of end of the month more efficient, regardless of the appearance of your close -up to measure, the availability of the data and the integrity will do or break its effectiveness. If the accounting teams are bogged down in the collection and manipulation of manual data for more days, they are intended to be captured in the vicious end-of-free reporting circle Mosaic is not a strict automation solution-but its ability to integrate the data of All systems of He satisfies those two prerequisites for an efficient end of the end of the month. With the ongoing mosaic, multiple passages of the closure of the month become significantly easier, including: Arrcking numbers based on the previous precedents Analysis of the flow of revenue and quick creation of explanations that examine the accounts of the operational expenses and identifying the necessary replaces in the creation of quarterly materials that collaborate with the managers and the main parties concerned to review the statements of the budget, the declarations of the cash flow and the declarations of income. If you want to know more about how Mosaic helps to finance the accounting teams to take on a more strategic role in the sector, reach a personalized demo. Or, download this end -of -the -month control model and put on the route for a 5 -day closure. to close.