

**FMS6 LOCAL BANK ACCOUNT RECONCILIATION**  
To be returned to NCC Schools Service by the 15th of each month

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

**ERP 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING REPORTS**

**Bank Statements** – 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 NCC Schools Finance, John Dryden House, PO Box 216, 8-10 The Lakes, Northampton, NN4 7DD.