

Bank reconciliation report

Bank Reconciliation Report (monthly)

Prior to the monthly Centre meeting, code and reconcile all transactions for the month prior. Once complete run the Bank Reconciliation report. This report should show the Balance in Xero is the same as the Statement Balance

[Accounting > Reports > Accounting > Bank Reconciliation Summary](#)

Select the bank account and set the date to the last day of the previous month.

Bank Reconciliation Summary | Bank Statement | Statement Exceptions

Bank Account: 9000 - Otaki Playcentre | Date: 30 Apr 2021 | Update

Bank Reconciliation Summary
Otaki Playcentre
Otaki Playcentre
As at 30 April 2021

Add Summary

Date	Description	Reference	Amount
30 Apr 2021	Balance in Xero		9,172.06
30 Apr 2021	Statement Balance		9,172.06

Save as Draft | Publish | Print | Export

If the balances are not the same, the report will show a list of Outstanding Payments and Outstanding Receipts and any Unreconciled Bank Statement lines.

Bank Reconciliation Summary | Bank Statement | Statement Exceptions

Bank Account: 9000 - Otaki Playcentre | Date: 30 Jun 2021 | Update

Bank Reconciliation Summary
Otaki Playcentre
Otaki Playcentre
As at 30 June 2021

Add Summary

Date	Description	Reference	Amount
30 Jun 2021	Balance in Xero		3,965.62
Plus Un-Reconciled Bank Statement Lines			
19 Jun 2021	Dowco Associates Ltd;Dowco Associates Ltd	Dowco Assoc, Ref: 00049471, Code: 00049471	(46.00)
Total Un-Reconciled Statement Lines			(46.00)
30 Jun 2021	Statement Balance		3,919.62

Save as Draft | Publish | Print | Export

These will need to be reconciled to bring the report in to balance. If your report still does not balance you will need to find when the last time the account balanced (go back month by month until you find where it reconciled) and work forward from there to find the item that is out of balance. Please contact accounts.receivable@playcentre.org.nz for assistance with this if needed.

Once the Bank Reconciliation is complete and balances, you can run the reports for your business meeting.

Bank Reconciliation Summary | [Bank Statement](#) | [Statement Exceptions](#)

Bank Account: Date:

Bank Reconciliation Summary
Otaki Playcentre
Otaki Playcentre
As at 30 June 2021

Date	Description	Reference	Amount
30 Jun 2021	Balance in Xero		3,965.62
Plus Un-Reconciled Bank Statement Lines			
19 Jun 2021	Dowco Associates Ltd;Dowco Associates Ltd	Dowco Assoc, Ref: 00049471, Code: 00049471	(46.00)
Total Un-Reconciled Statement Lines			(46.00)
30 Jun 2021	Statement Balance		3,919.62