Month of: _____

Name: _____ **Address:** _____

Service Provider/Staff Responsible: _____

Contact for Reporting and Authorization (refer to Appendix D): _____

Address: _____ **Phone:** _____

Person assisting with Bank Accounts: _____ **Phone:** _____

DATE	EXPLANATION	RECEIPT/CHEQUE/ ACCOUNT #	CASH IN	CASH OUT	BALANCE	INITITALS
	Cash balance brought forward from previous month				**1)**	
	Cash balance to be brought forward to next page					

DATE	EXPLANATION	RECEIPT/CHEQUE/ ACCOUNT #	CASH IN	CASH OUT	BALANCE	INITITALS
	Cash balance brought forward from previous page					
Total all cash in 3) & cash out in 4) from each column above. Count the individual's cash (actual amount) & enter into 5)			3)	4)	**ACTUAL CASH-ON-HAND** 5)	

MONTH END RECONCILIATION FOR CASH ON HAND*

CASH BALANCE BROUGHT FORWARD FROM PREVIOUS MONTH 1) _____

ADD TOTAL OF ALL CASH IN FOR CURRENT MONTH +3) _____

TOTAL OF CASH IN & BALANCE BROUGHT FORWARD FROM PREVIOUS MONTH = _____

SUBTRACT TOTAL OF ALL CASH OUT FOR CURRENT MONTH FROM BALANCE ABOVE -4) _____

TOTAL (CROSS CHECK FOR ACCURACY OF MONTH-END BALANCE) 6) _____

*CASH BALANCE BROUGHT FORWARD TO NEXT MONTH: This balance would be the actual cash-on-hand that the individual should have in safekeeping at month end. The service provider is responsible for reimbursing the individual, where shortages in cash-on-hand cannot be accounted for.
*Explanation where 2), 5) & 6) are not the same:

**RECONCILIATION: Do the following balances coincide in the record above: 2) last entry for balance of cash-on-hand; 5) the actual cash the individual has left; 6) cross check for accuracy of month-end balance? Where these balances are not the same, make a thorough check of all additions and subtractions on this record and recount all cash-on-hand. Errors on this record should be crossed out with a line (do not use white out or erase errors) with the corrected amount entered and initialed by the service provider/staff person completing the reconciliation.

RECONCILED BY: _____ DATE: _____

POSITION: _____

(REVISED NOV/98)