



# Heart Support – Australia

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**BRANCH NUMBER AND NAME:**

**QUARTERLY BRANCH FINANCIALS – Period ending**

**INCOME**

Membership dues	
Government Grants	
Fundraising receipts	
Sales	
Donations Received	
Interest Received	
Establishment Grant	
GST Refund (from National Office)	
Social Events	
Miscellaneous	
<b>TOTAL INCOME (A)</b>	



## BANK RECONCILIATION

### Part (1) - Bank

Date of statement	
Closing balance shown on bank statement	\$
+ Deposits not credited	\$
Sub Total	\$
Outstanding cheques not deposited -number -number -number -number -number	
-Total cheques outstanding	\$
Adjusted balance as per bank statement (C)	\$
<b>BALANCE SHOWN IN BRANCH BOOKS (D)</b>	<b>\$</b>

### Part (2) - Cashbook

Opening balance at beginning of the quarter	\$
ADD: Receipts (as per part (A) above)	\$
LESS: Payments (as per part (B) above)	\$
<b>BALANCE SHOWN IN BRANCH BOOKS (D)</b>	<b>\$</b>

*Note: Both (C) and (D) must agree for the Bank Account to RECONCILE*