

FORM 51

**SCHEDULE OF MONTHLY RECONCILIATION WITH
.....BRANCH OFBANK
FOR THE MONTH**

(Referred to in paragraphs 22.3.1)

Part – I Cash Remitted and acknowledged

	Bank Rs.
1. Opening balance brought over as per line 5 of last month's memo	
2. Cash etc. remitted during the month	
3. TOTAL	
4. Amounts acknowledged by Bank as per monthly statement (Receipt Scrolls)	
5. Difference (line 3 minus 4) as explained below. Closing Balance	

Analysis of the closing balance as per line 5

DETAILS OF CLOSING BALANCE (PART – I)

	Date on which remitted in to the Bank	No. and date of the challan	Amount	Reasons for the outstanding balance
	1	2	3	4
			Rs.	

FORM 51 – Contd

PART – II – CHEQUES ISSUED AND PAID

	Bank Rs.
1. Opening balance brought over as per line 5 of previous month's memo	
2. Cheques issued during the month	
3. TOTAL	
4. Cheques cashed as per bank's Payment Scroll.	
5. Difference (line 3 minus 4) as detailed below Closing Balance	

Details of Closing Balance (Part – II)

PARTICULARS OF CHEQUES		Amount	PARTICULARS OF CHEQUES		Amount	PARTICULARS OF CHEQUES		Amount
No.	Date		No.	Date		No.	Date	
		Rs.			Rs.			Rs.
<u>Uncashed</u>	<u>Cheque</u>							
			Total Uncashed Cheque					
			<i>Deduct—</i> Total of cashd cheques as per last column					
			Net difference		TOTAL			

Divisional Accountant

Note : The amount of Banking cash Tax Transaction (BCTT) shown in the payment scroll will be accounted for by the Pay & Accounts Officer of the Division to the Head of Account to which the salary and Allowances are debited. Divisional officer will show it as difference due to BCTT by making a Note in Part II of this Form.