

FORM S

(Please refer to paragraph 7(b) of Appendix II of the Guidelines / Procedures on the Use of Sai Kung District Council Funds for Community Involvement Projects before completing this form.)

(The grantee is not required to submit this form to the District Office but should keep it for seven years for inspection by the Government as and when necessary.)

Bank Reconciliation Statement for Project Financed by District Council Funds

As at

Bank Name: _____

Bank Account Name: _____

Bank Account No.: _____

	\$	\$
Balance as per Bank Account		
Add:		

Add: Interest Received		_____
Balance as per Bank Statement as at		=====

I certify that the above is correct.

Signature: _____

Signature: _____

Prepared by: _____

Certified correct by: _____

(Name in block letter)

(Name in block letter)

Position: _____

Position: _____

(Bank Signatory)

Date: _____

Date: _____

SAMPLE S

Bank Reconciliation Statement for Project Financed by District Council Funds

As at 30 April 2006

Bank Name: _____

Bank Account Name: _____

Bank Account No.: _____

			\$	\$
Balance as per Bank Account				24,000.00
Add:	Unpresented Cheques			
	ABC Printing Co.	123456	2,000.00	
	E.F.D. Stationery Co.	123458	<u>200.00</u>	<u>2,200.00</u>
				26,200.00
Add:	Interest Received			<u>2.00</u>
Balance as per Bank Statement as at 30.4.2006				<u><u>26,202.00</u></u>

I certify that the above is correct.

Signature: _____

Signature: _____

Prepared by: _____

Certified correct by: _____

(Name in block letter)

(Name in block letter)

Position: _____

Position: _____

(Bank Signatory)

Date: _____

Date: _____