

**DIRECT PAYMENTS SCHEME - QUARTERLY BANK RECONCILIATION FORM**

Client:

Bank Reconciliation as at: .....

Bank Sheet Number:.....

Bank balance as shown on bank statement

£	p

Money paid into bank not yet shown on statement

Date	Description / Received from	Amount £

£	p

Total

Money paid out of bank not yet shown on statement

Date	Cheque	Paid To	Amount £

£	p

Total

Actual Balance as shown on Direct Payments Financial Record

£	p

Please enter any relevant comments regarding your return

For ongoing Direct Payments, when a balance of more than 8 weeks worth of payments is held in the account, it may be requested that some of the money is paid back to Bucks County Council.