**Monthly Reconciliation of LD Client Account**

* Upon receipt of the bank statement create a new folder in the Weekly Scanned Copies Folder. Use the same format as the other folders for monthly reconciliation i.e. Week XX – Monthly Reconciliation & Interest
* Then open the summary tab on the Client Funds Spreadsheet. Print to pdf and save as ‘Balance before interest’ in the folder that you have just created above.
* Open the LD Clients Cash Bank Reconciliation spreadsheet and delete all those entries that appear on the bank statement.
* Open the Deposit and Withdrawal sheet and find the tab which has the balance that matches the summary tab from above – that you have just saved as balance before interest. Copy the balances (excluding the total) from column F.
* Open the LD Clients’ Cash Month End Transfer & Interest spreadsheet and on the current month tab paste special values (the balances you have just copied) into column D.
* Update the month in row 3 & add the interest figure in cell F5. This will automatically allocate the interest to each of the individuals. There may be a couple of pence difference in the total figure. If this happens and it’s less than the actual interest figure then add the difference to the person who has the highest balance. If it’s more reduce the total for the person who has the lowest balance.
* Go back to the Client funds spreadsheet and add the individual interest figures to the individual tabs. Check the balances on the summary tab agrees with the Month End Interest Sheet.
* Print to PDF and save as ‘Balance after interest’.
* Go back to the reconciliation sheet and update the cash in IOM Bank figure in cell F10 to that shown on the bank statement. Enter the figure from the Client Funds Spreadsheet Summary in the Ledger Total as per Spreadsheet cell F47. The difference should be 0.00.
* Print to PDF and save as ‘Reconciliation’
* On the bank statement note down the deposits (Column M) shown on the reconciliation sheet that have not yet appeared on the bank statement. Add these to the statement balance and write a subtotal.
* Then write the uncleared cheques (column F) that shown on the reconciliation sheet that have not yet appeared on the bank statement. Take these off the subtotal figure from above and the new total should agree to the figure shown in cell F40.

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