

**Name of the Agency**  
**Cash - MDS, Regular**  
**Monthly Reconciliation Statement**  
**As of \_\_\_\_\_**

Fund Cluster: \_\_\_\_\_

Particulars	Agency	Bank	Explanatory Comment
<b>Unadjusted Balances</b>	xxx	xxx	
<i>Add/Deduct: Bank Reconciling Items</i>			
1. Unrecorded NCA		xxx	See Schedule ____
2. Errors which understates the bank balance		xxx	
3. Lapsed NCA		(xxx)	
4. Outstanding Checks		(xxx)	See Schedule ____
5. Errors which overstates the bank balance		(xxx)	
<i>Add/Deduct: Agency Book Reconciling Items</i>			
1. Unrecorded NCA	xxx		NCA No. ____
2. Cancelled Checks	xxx		See Schedule ____
3. Errors which understates the book balance	xxx		CM No. ____
4. Lapsed NCA	(xxx)		See Schedule ____
5. Errors which overstates the book balance	(xxx)		DM No. ____
6. Bank Charges	(xxx)		DM No. ____
<b>Adjusted Balances</b>	xxx	xxx	

Prepared by:

Certified Correct:

\_\_\_\_\_  
 (Name & Designation)

\_\_\_\_\_  
 (Name & Designation)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date