

End of Day Reconciliation Task - Client Care

This is an actual end of day banking reconciliation that you would be expected to complete as part of your Client Care role.

I would like you to complete this task by checking the reconciliation to identify any issues if there are any! If you think there are discrepancies please give a detailed explanation.

The following information is to assist you in this task.

Cash in till at start of day: £61.73

Cash transferred to safe prior to banking: £340.00

Cash currently in the till -

9 x 1p
2 x 2p
2 x 5p
3 x 10p
3 x 20p
0 x 50p
0 x £1.00
0 x £2.00
7 x £5.00
3 x £10.00
3 x £20.00
0 x £50.00

The following payments were taken via card -

£387.50
£98.08
£14.76
£14.00
£57.30
£89.58
£84.80
£79.20
£360.00

£138.84
£39.96
£68.74
£56.80
£100.67
£750.00
£26.95
£38.50
£160.86
£55.00
£200.00
£200.00
£74.00
£39.96
£66.25

Below is the actual card report and the end of day reconciliation print out from the computer for you to work from.

Please send your answer back to me via email (nikki@roundwoodvets.co.uk) attached as a pdf document and attaching the other completed tasks to the same email in the same manner stating your name. Can you also confirm that you have completed the voicemail with the time and date that you made the call.

I look forward to receiving your answers.

AIB GB
TOTALS AGREED

PREVIOUS TOTALS
FOR RECEIPTS 4635-4647

11	586.13DR
	0.00CR
TOTAL 11	586.13DR

CONTACTLESS	
7	334.23DR
	0.00CR

MASTERCARD	
4	181.80DR
	0.00CR
TOTAL 4	181.80DR

CONTACTLESS	
3	121.80DR
	0.00CR

VISA	
1	25.22DR
	0.00CR
TOTAL 1	25.22DR

CONTACTLESS	
1	25.22DR
	0.00CR

VISA DEBIT	
6	379.11DR
	0.00CR
TOTAL 6	379.11DR

CONTACTLESS	
3	187.21DR
	0.00CR

CURRENT TOTALS
FOR RECEIPTS 4648-4675

24	3201.75DR
	0.00CR
TOTAL 24	3201.75DR

CONTACTLESS	
10	633.56DR
	0.00CR

MASTERCARD	
2	83.50DR
	0.00CR
TOTAL 2	83.50DR

CONTACTLESS	
1	14.76DR
	0.00CR

MASTERCARD DEBIT	
9	905.49DR
	0.00CR



ROUNDWOOD VETS DAY OVERVIEW 06-06-2022

cash count (number of coins and notes left in till after cash transfer to safe) on 06-06-2022 at 19:47 by Ms. Alanna Masterson

1 penny:	9	10 pence:	3	1 pound:	0	10 pounds:	3
2 pence:	2	20 pence:	3	2 pounds:	0	20 pounds:	3
5 pence:	2	50 pence:	0	5 pounds:	7	50 pounds:	0
card:	3201.75						

Warning, card difference detected! Card total: £ 3,201.75 according payments: £ 3,070.95 difference: £ 130.80

Explanation start amount

cash count (number of coins and notes left in till after cash transfer to safe) on 04-06-2022 at 12:31		£ 61.73
payments in	£ 0.00	
payments out	£ 0.00	
cash transfer	£ 0.00	
total		£ 0.00

Cash total this morning (start amount) £ 61.73

start amount		£ 61.73
payments in	£ 215.80	
payments out	£ 0.00	
cash transfer	£ -340.00	

total £ -124.20

cash count (number of coins and notes left in till after cash transfer to safe) £ 126.13

booked cash difference **£ 319.40**

not yet booked cash difference deficit £ -130.80

Save the cash count, the cash difference will be booked.

Transactions after cash count (number of coins and notes left in till after cash transfer to safe) at 12:31

payments in	£ 0.00
payments out	£ 0.00
cash transfer	£ 0.00
total	£ 0.00

Cash amount end of day £ 256.93

PAYMENTS 06-06-2022

06-06-2022 08:52	Card		£ 200.00	OM	S-2022-3431
06-06-2022 08:56	Cash		£ 25.00	OM	S-2022-3432
06-06-2022 09:29	Card		£ 200.00	OM	S-2022-3433
06-06-2022 09:34	Card		£ 66.25	OM	S-2022-3434
06-06-2022 10:43	Card		£ 38.50	OM	S-2022-3435
06-06-2022 11:43	Card		£ 39.96	OM	S-2022-3429
06-06-2022 12:05	Stripe		£ 55.00	OM	S-2022-3436
06-06-2022 12:45	Card		£ 26.95	OM	S-2022-3437

Roundwood Vets Ltd

Registered office: 176a Church Road London NW10 9NP

VAT No. 223 8264 17

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06-06-2022 12:54	Card	David Clark	£ 750.00	OM	S-2022-3438
06-06-2022 12:56	Cash	Janet Lawson	£ 74.00	OM	S-2022-3439
06-06-2022 13:26	Card	Elizabeth Connors	£ 100.67	OM	S-2022-3440
06-06-2022 13:53	Cash	Caranda Mackenzie	£ 56.80	OM	S-2022-3441
06-06-2022 13:57	Card	Janet Allen	£ 68.74	OM	S-2022-3442
06-06-2022 14:18	Card	Janet Legg	£ 39.96	OM	S-2022-3443
06-06-2022 14:29	Card	Carole Charles	£ 138.84	OM	S-2022-3444
06-06-2022 14:39	Card	Shirley	£ 360.00	OM	S-2022-3445
06-06-2022 15:42	Card	Christine Eigenfeld	£ 79.20	OM	S-2022-3446
06-06-2022 16:35	Cash	Florentina Rozalia Kovacs	£ 60.00	OM	S-2022-3447
06-06-2022 16:52	Acc Credit	Janet Rutkowski	£ -200.00	OM	S-2022-3431
06-06-2022 16:52	Acc Credit	Janet Rutkowski	£ 200.00	OM	S-2022-3449
06-06-2022 16:54	Card	Janet Rutkowski	£ 84.80	OM	S-2022-3449
06-06-2022 17:00	Acc Credit	Jayne Hibbit Smith	£ -200.00	OM	S-2022-3433
06-06-2022 17:00	Acc Credit	Jayne Hibbit Smith	£ 200.00	OM	S-2022-3450
06-06-2022 17:12	Card	Jayne Hibbit Smith	£ 89.58	AM	S-2022-3450
06-06-2022 17:32	Acc Credit	Caroline Day	£ -55.00	AM	S-2022-3416
06-06-2022 17:32	Acc Credit	Gabrina Tari	£ 55.00	AM	S-2022-3451
06-06-2022 17:35	Card	Gabrina Tari	£ 57.30	AM	S-2022-3451
06-06-2022 17:45	Card	Sally Anne Humphreys	£ 14.00	AM	S-2022-3452
06-06-2022 18:09	Card	John Donnelly	£ 14.76	AM	S-2022-3453
06-06-2022 18:35	Card	Christine Ford	£ 98.08	AM	S-2022-3454
06-06-2022 18:37	Acc Credit	Caranda Mackenzie	£ -750.00	AM	S-2022-3438
06-06-2022 18:37	Acc Credit	Caranda Mackenzie	£ 750.00	AM	S-2022-3455
06-06-2022 18:38	Card	David Clark	£ 387.50	AM	S-2022-3455
06-06-2022 19:28	Card	Shirley	£ 160.86	AM	S-2022-3456
06-06-2022 19:47	Card	Carole Parsons	£ 55.00	AM	S-2022-3457

cash transfer cash count current

06-06-2022 19:45	Cash	* inbetween cash difference and bank (safe)	£ -340.00	AM
06-06-2022 19:45	Cash	* cash differences	£ 319.40	AM

Acc Credit	total received (today)	£ 0.00
Card	total received (today)	£ 3,070.95
Cash	total received (today)	£ 215.80
Stripe	total received (today)	£ 55.00
	total received (today)	£ 3,341.75

OPEN INVOICES 06-06-2022

Janet Lawson	S-2022-3432	£ 23.08 £ -1.92
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total amount of partly paid invoices £ -1.92

UNINVOICED 06-06-2022

Janet Lawson	1.0 Stronghold plus lg cat 3x 5-10kg (per pack)	£ 31.14
Janet Lawson	1.0 VPG - Endocrinology - Cortisol:Creatinine Ratio (UCCR)	£ 98.94
Janet Lawson	1.0 Urine in house - dipstick & SG	£ 25.22

total £ 155.30

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