

## Bank reconciliation

31 Dec 2021

| Account number                            | Account name             | Date last reconciled                         | Last reconciled balance (\$) | Account balance (\$) |
|---|--------------------------|--|------------------------------|----------------------|
| 1-1000                                    | NAB Cheque Accou         | 31/12/2021                                   | 2,506.16                     | 5,731.49             |
| <b>Reconciliation</b>                     |                          |  |                              | <b>Value (\$)</b>    |
| Account balance on 31/12/2021             |                          |  |                              | 5,731.49             |
| Add: Outstanding cheques                  |                          |  |                              | 25,654.61            |
| Subtotal                                  |                          |  |                              | 31,386.10            |
| Deduct: Outstanding deposits              |                          |  |                              | 19,633.62            |
| <b>Expected balance on bank statement</b> |                          |  |                              | <b>11,752.48</b>     |
| <b>Outstanding deposits</b>               |                          |  |                              |                      |
| Reference number                          | Transaction date         | Description                                  | Deposit (\$)                 | Withdrawal (\$)      |
| EFT                                       | 16/11/2021               | INVOICE PAYMENT QUA                          | 1,274.63                     |                      |
| CR000104                                  | 19/11/2021               | procare The Procure Grou S                   | 1,454.20                     |                      |
| EFT                                       | 23/11/2021               | INVOICE PAYMENT QUA                          | 3,300.00                     |                      |
| CR000102                                  | 26/11/2021               | procare The Procure Grou                     | 3,633.92                     |                      |
| CR000111                                  | 03/12/2021               | procare The Procure Grou                     | 2,169.43                     |                      |
| CR000112                                  | 03/12/2021               | M&A M&A INVES                                | 1,013.72                     |                      |
| EFT                                       | 14/12/2021               | INVOICE PAYMENT QUAN                         | 2,610.67                     |                      |
| CR000120                                  | 15/12/2021               | 4794397 EDD Op O                             | 4,177.05                     |                      |
| <b>Total</b>                              |                          |  | <b>19,633.62</b>             | <b>0.00</b>          |
| <b>Outstanding cheques</b>                |                          |  |                              |                      |
| Reference number                          | Transaction date         | Description                                  | Deposit (\$)                 | Withdrawal (\$)      |
| 119                                       | 19/11/2021               | INTERNET BPAY TAX OFFICE PAYMENTS 0          |                              | 3,666.00             |
| 125                                       | 22/11/2021               | INTERNET BPAY TELSTRA CORP LTD 2000078448501 |                              | 80.00                |
| 114                                       | 24/11/2021               | M121436 Metro Finance Pt                     |                              | 1,417.82             |
| 112                                       | 29/11/2021               | INTERNET BPAY ACT REVENUE O0                 |                              | 730.00               |
| 113                                       | 29/11/2021               | AAU1539812 COMMONWEALTH BA                   |                              | 1,019.91             |
| 124                                       | 29/11/2021               | INTERNET BPAY ANZ CARDS .....1398            |                              | 4,000.00             |
| 123                                       | 09/12/2021               | AAU1482910 COMMONWEALTH BAN                  |                              | 532.60               |
| 118                                       | 10/12/2021               | INTERNET BPAY TELSTRA MOBILE 2               |                              | 175.00               |
| 122                                       | 14/12/2021               | INTERNET BPAY ANZ CARDS .....1398            |                              | 3,000.00             |
| 117                                       | 15/12/2021               | INTERNET BPAY TELSTRA CORP LTD 20            |                              | 80.00                |
| 110                                       | 20/12/2021               | INTERNET BPAY ActewAGL Retail. 7             |                              | 156.08               |
| 111                                       | 20/12/2021               | INTERNET BPAY ICON WATE                      |                              | 820.73               |
| 121                                       | 20/12/2021               | INTERNET BPAY ANZ CARDS .....1398            |                              | 4,111.22             |
| 109                                       | 21/12/2021               | INTERNET BPAY ActewAGL Retail. 226           |                              | 611.43               |
| 108                                       | 24/12/2021               | M121436 Metro Finance Pt                     |                              | 1,417.82             |
| 107                                       | 29/12/2021               | AAU1539812 COMMONWEALTH BAN                  |                              | 1,019.91             |
| 120                                       | 31/12/2021               | INTERNET BPAY ANZ CARDS .....1398            |                              | 2,816.09             |
| <b>Total</b>                              |                          |  | <b>0.00</b>                  | <b>25,654.61</b>     |
| 1-4000                                    | Payroll Clearing Account | 02/02/2022                                   | 311.63                       | 311.63               |

|        |                      |            |            |            |
|--------|----------------------|------------|------------|------------|
| 2-6001 | Credit card          | 16/02/2022 | 15,333.40  | 7,317.83   |
| 1-7002 | Credit card Payments | 31/12/2021 | -27,199.34 | -27,199.34 |