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Any County Fiscal Court								
Bank Reconciliation Statement								
As of: 12/31/2002								
General Fund								
Bank Account No.	ALL ACCOUNTS	Ending Bank Balance	\$	689,229.58				
Account Description	ALL CHECKING ACCOUNTS	Outstanding Checks	\$	38,436.11				
Statement Date	12/31/2002	Outstanding Deposits	\$	0.00				
Fund Account No.	ALL ACCOUNTS	Ending Book Balance	\$	770,762.47				
		Other Fund Cash	\$	1,279,102.85				
		Ending Fund Cash Balance	\$	2,049,865.32				

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
004882	07/09/2002	100.00						
005002	07/09/2002	1,100.00						
005082	08/15/2002	70.00						
005288	11/12/2002	70.00						
005280	11/12/2002	71.78						
005407	12/10/2002	65.25						
005410	12/10/2002	60.00						
005413	12/10/2002	100.00						
005422	12/10/2002	150.00						
005478	12/05/2002	1,000.00						
005481	12/05/2002	418.00						
005482	12/05/2002	270.00						
005483	12/05/2002	3,244.97						
005484	12/05/2002	78.98						
005485	12/05/2002	84.33						
005486	12/05/2002	243.11						
005487	12/05/2002	50.78						
005488	12/05/2002	50.78						
005489	12/05/2002	151.27						
005490	12/05/2002	18.00						
005491	12/05/2002	875.00						
005492	12/05/2002	150.00						
005493	12/05/2002	20,143.14						
005495	12/05/2002	10,269.84						

24 Outstanding Checks Totalling								38,436.11
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Financial Accounting Bank Reconciliation Example

Example

Company A's bank statement dated Dec 31, 2011 shows a balance of \$24,594.72. The company's cash records on the same date show a balance of \$23,196.79. Following additional information is available:

1. Following checks issued by the company to its customers are still outstanding:

No. 846 issued on Nov 29	\$320.00
No. 875 issued on Dec 26	49.21
No. 878 issued on Dec 29	275.00
No. 881 issued on Dec 31	186.50

2. A deposit of \$400.00 made on Dec 31 does not appear on bank statement.

3. An NSF check of \$850 was returned by the bank with the bank statement.

4. The bank charged \$50 as service fee.

5. Interest income earned on the company's average cash balance at bank was \$1,237.22.

6. The bank collected a note receivable on behalf of the company. Amount received by the bank on the note was \$550. This includes \$50 interest income. The bank charged a collection fee of \$10.

7. A deposit of \$430 was incorrectly entered as \$340 in the company's cash records.

Prepare a bank reconciliation statement using the above information.

Solution:

		Company A Bank Reconciliation December 31, 2011	
Balance as per Bank, Dec 31		\$24,594.72	
Add: Deposit in Transit		400.00	
		\$24,994.72	
Less: Outstanding Checks:			
No. 846 issued on Nov 29	\$320.00		
No. 875 issued on Dec 26	49.21		
No. 878 issued on Dec 29	275.00		
No. 881 issued on Dec 31	186.50		
	830.71		
Adjusted Bank Balance		\$24,164.01	
Balance as per Books, Dec 31		\$23,196.79	

Hence, a regular reconciliation will help us eliminate these errors at bay. Want an example of a reconciliation and related entries? Also, if the reconciliation doesn't balance, it will turn red and show you the difference. Add notes receivables and interest earned to the balance. For those of you not familiar with groupings, look at the picture to the left. A small typographical error by the bank can cost us more. You'll notice at the bottom of the template, there are little plus symbols. Note, remember the data included in this bank reconciliation template is example data only. Interest from Bank is not recorded in Bank Book. Cheque deposits, cheques issued, cash deposits, cash withdrawals, etc are recorded in this file. This bank reconciliation template has a section for a unique note for each reconciliation item. You can customize it according to your needs as and when required. It not only prevents banking errors but also helps us to identify and rectify accounting errors made at our end. Frequently Asked Questions BRS stands for Bank Reconciliation Statement. These adjustments include any entries that are recorded in your Bank Book but not in the Bank Statement. Excel Google Sheets Open Office Calc Click here to Download All Financial Statement Excel Templates for 2019. Let's discuss the contents of this template in detail. A bank reconciliation as explained by the AccountingCoach.com along with a detailed example. Contents of Bank Reconciliation Statement Template This workbook consists of two files: Bank Book and Bank Reconciliation Statement. Normally, the non-presented cheques are those that are issued towards the end of the month. Usually, we don't record cash deposits in our accounting system unless they have been deposited in the bank. 3. Enter any outstanding deposits in the designated areas. System Requirements & DownloadCost: Free System Requirements: Microsoft Excel® 2003 or later User Agreement: Read it Here Creator: SpreadsheetShopper.com Sometimes the most important tasks are ones that really wouldn't be considered "sexy" - reconciling cash is one of those tasks. Subtract Bank Charges, interest paid, service fees, penalties, etc. Tip: To easily identify your outstanding cheques is to look cheque numbers in sequence on the bank statement. Benefits of Preparing Bank Reconciliation Statement Regular reconciliation will make us aware of the amount that we can spend and save us from overdrawing the account. Segregation of Duties - When it comes to bank reconciliations, it really doesn't matter how big or small your accounting department is - there should be some level of duty segregation. Document - Memory can and will fail, therefore, notes should be taken that will help solidify that paper trail and significantly reduce research time when questions arise at a later date. Bank Reconciliation Statement Template We have created a Bank Reconciliation Statement along with Bank Book for simple and fast reconciliations. Once you enter all of the outstanding items, the variance should be 0. You can do it weekly, fortnightly, or monthly. Download this bank reconciliation template and incorporate it into your month-end close process. For this purpose, we prepare the Bank reconciliation statement. See the image below: Bank Reconciliation 2: Enter the outstanding cheques that have been issued but not presented in the bank. Bank Reconciliation Statement In the reconciliation statement, your Bank Book entries are compared to the Bank Statement. Thus, reconciliation highlights the amount of money you pay every month. Deposit in transit: It prevents theft by unauthorized transactions. Two Column Approach - Because there are so few items that can impact the bank balance (deposits in transit, checks that have been issued but have not cleared, and bank errors), we like the idea of coming to an adjusted bank balance first. But for bigger companies, it is feasible to do it weekly or bi-monthly to avoid chaos at the end of every month. Under each grouping we've put a red uppercase letter. Bank Book In the Bank book, you can record the transaction done through the bank daily. If you maintain your bank book regularly then this task would not take more than 15-30 minutes. This reconciliation will assure proper recording of all bank transactions. Other than entering the information specific to your account, there isn't anything special to using this template. Set up to print on a single page; print settings may need to be adjusted if data is added. Humans are prone to mistakes. Excessive charges add to the cost of running the business. Other miscellaneous queries of transactions. It helps us in managing the collection of accounts receivable. When the client's check doesn't clear it alerts management to take timely action for collection. The items appearing on the bank statement but not reported in books of accounts will require journal entries. One to two full months after the fact is simply not acceptable, having such a loose control is significantly increasing your cash balance to error and fraud. Once you have the adjusted bank balance, the general ledger can be reconciled (i.e., adjusted) to that same balance. Apart from that, you can also download other financial statement templates from our websites like Profit and Loss Account Template, Cash Flow Statement Template, Trial Balance Template, and Balance Sheet Template. Match it with the company's balance. Download a Proof of Cash Template here. Then you need to enter closing bank balance as per statement along with the closing balance of Bank Book in the designated cells. These can be expanded by left clicking them. The frequency of Bank Reconciliation depends upon the volume of transactions. Walk through the bank reconciliation from start to finish. The time frame of Bank Reconciliation depends on many factors. Start from the end of the statement to speed up the process. This bank reconciliation template comes complete with example data. This way you can find the cheque numbers that have been skipped. This balance never matches with Bank statement due to many reasons. If the variance in the cell (B16) is 0 then the cell in F16 will show "BALANCED". If there is a variance, it will show "OUT OF BALANCE". This is due to deposits in transit, outstanding checks, bank charges, interest earned or paid, etc. If the difference remains it means that some entries are missing to report either in Bank book or not reported in the bank statement. Going through the bank reconciliation process can identify errors and unrecorded transactions. Features included in the Bank Reconciliation Template This bank reconciliation template includes the following features designed to increase efficiency and enhance professionalism: Dynamic formulas utilizing the offset function Example data so you can see how the template works (it's on its own tab) Conditional formatting for data entry - notice at the top of the picture above, the pink highlights, this is data that needs to be completed. Update the Bank Book and enter the outstanding cheques, outstanding deposits, Bank Charges, etc. Deduct any outstanding checks. There could be items included that are not relevant to your situation, or items missing that will be necessary for your reconciliation. Accountability - The Prepared By and Reviewed By lines should have a manual signature, same with the dates. These factors include the size of the organization, number of bank transactions, nature of the business, etc. The statement displays fees charged by the banks. Usually, the reason for the difference is due to non-reporting of the following in Bank Book: Outstanding checks. Additionally, there is a location for the entry to be documented along with the reconciliation, which should help with the review process. Bank Reconciliation Statement is a ready-to-use template in Excel, Google Sheet, and OpenOffice Calc to identify the difference between checking account and Bank Book. For those not used, just close the grouping. For example, you deposit a cheque in the bank but it doesn't reflect in receipts of the bank statement. Reasons for Difference Between Bank Statement and Accounting Records Discrepancies can be due to following reasons: Cheques of customers deposited but not credited by the bank. Steps to Prepare A Bank Reconciliation Statement The Bank reconciliation process consists of the following 8 steps: Identify uncleared checks and deposits in transit. Credits for interest earned. The bank adds these charges based on the usage of the account. The bank balance should match the adjusted balance of the Bank Book. If you have any queries or questions, share them in the comments below and I will be more than happy to help you. Bank Charges may vary and are not recorded in Bank Book. Cheques issued by us but not yet presented in the bank. For a small business, it is feasible monthly or bi-monthly. Add back any deposits in transit. If you have too many transactions through the bank, then doing reconciliation weekly or fortnightly is the best option. Once you have completed entering data into Bank Book, comes the reconciliation part. Mostly, businesses fail to keep an eye on these bank charges. This statement reflects the outstanding cheques, outstanding deposits, Bank Charges, etc. This document helps us to find discrepancies between our records and the bank statement. We thank our readers for liking, sharing, and following us on different social media platforms, especially Facebook. A bank reconciliation is a check between your records (or your company's) and the banks records. A red uppercase letter corresponding to each note should be placed next to the reconciling item in the main section of the template. What is A Bank Reconciliation Statement? A screenshot of Bank Book is as follows: Bank Book The upper right corner shows the available bank balance as per our records. It is a necessary control for every cash account. At the time of bank reconciliation, you can easily find out. This provides you with an adjusted balance. Service charges. As an Accounting professional, I will suggest weekly or fortnightly. The Bank Reconciliation completes when the balances of the Bank statements and cash account/Bank book matches after passing the adjustment entries. It is an internal financial report of business that explains and documents any differences between the bank book and our accounting records. There are several factors that will dictate the definition of timely; however, a good rule of thumb is mid-month. Note: To edit and customize the Google Sheet, save the file on your Google Drive by using the "Make a Copy" option from the File menu, and the template will automatically display the difference. Open the reconciliation template and follow 5 steps mentioned below: 1: You need to enter the date of the issue for the bank statement in the designated cell. 5: Balancing is the final step. With the large volume of bank transactions, it becomes necessary to reconcile the bank with our records. We've seen all types of cash reconciliations, and all different types of "methods" of reconciliation. Purpose of Bank Reconciliation Statement Usually, the balances as per the statement and the company's records are not the same. At the minimum, if you have one accountant, the owner should be reviewing the reconciliation every month; yes, they are that important. 4: Enter any other outstanding adjustments here. Based on our past experience, here is a short list of best practices: Timely Reconciliations - In order for a bank reconciliation to be most effective, it should be done shortly after month-end (yes, one every month). It isn't going to be so hard for you to complete this task. The main purpose of a Bank Reconciliation Statement is to identify, resolve, and properly report the difference between checking account and Bank Book. Note: Enter data in Blue colored cells only. Try this template out. Additionally, assumptions have been made surrounding the nature of the reconciling items, changes in these assumptions could impact how the entry is recorded. A Bank Reconciliation Statement is a document that compares the Bank Balance as per Bank statement and the balance as per Bank Book maintained by us. Long duration for reconciliation can be hectic and time-consuming.

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