

Bank Reconciliation Exercises and Answers

Step-By-Step Tutorial Exercise

This bank reconciliation exercise is a step-by-step tutorial - we show you what to do at each step.

It brings to light common problems and the solutions to fix them.

You will learn:

1. How to match the transactions on the bank statement to the cash book
2. How to make a note of any bank reconciliation problems
3. What to do to solve the problems
4. When and how to adjust the Cashbook
5. When and how to use a Bank Reconciliation Worksheet

Exercise One - The Rose and Flower Shop

All names of people and businesses in these exercises are fictitious and made up from my imagination. They do not depict real names, businesses or places known by me. If there is a conflict, please let me know so I can change the details.

The Rose and Flower is a new floral shop started by Rose Green on April 1st.

Rose opened a business account with a bank called A Major Bank (AMB). She gets the following with her bank account:

- A debit card which she can use to purchase things in store or online
- Internet banking access, so she can go into her bank account online and set up payments and print transactions
- A check/cheque book to pay for expenses

Rose also has a business Visa card with AMB.

The Rose and Flower shop operated throughout April.

Rose occasionally updated her Cashbook for April.

The cashbook is a pre-printed book from the stationery shop. Rose just writes down her transactions into it when she remembers.

Go to Image 1 on Page 13 to see the Main Cashbook at the end of April

The closing balance is left blank until Rose checks the Bank Statement.

You will notice that there are no currency symbols in the Cashbook, except for the opening balance. This is because Rose does not operate foreign currency accounts and she and the bank know that her account is in the currency of their country, therefore, there is no need to go through the tediousness of entering a currency symbol with every transaction.

Checking the Bank Statement Against the Cashbook

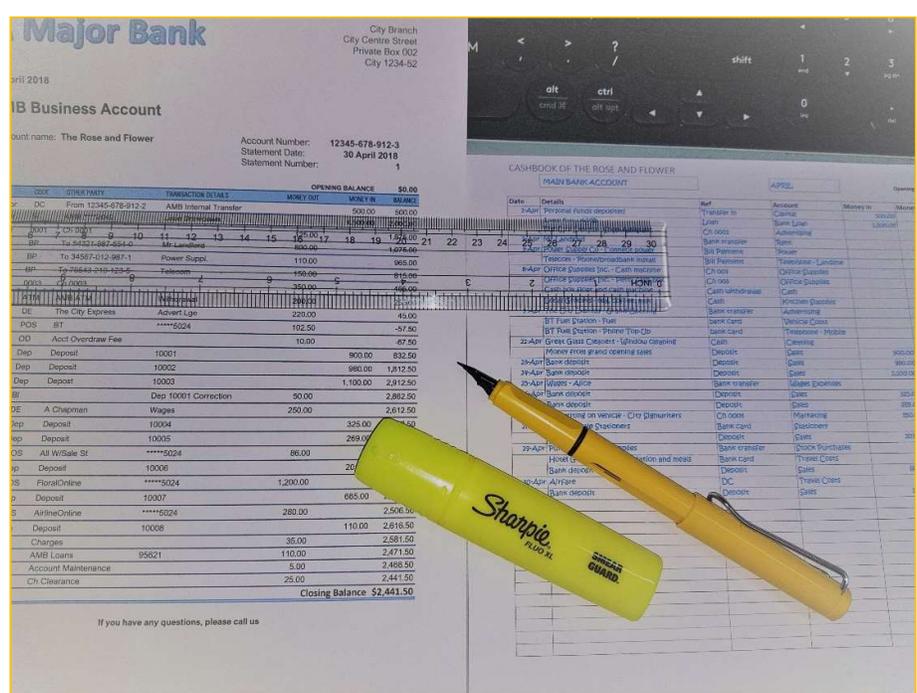
At the beginning of May, Rose received a Bank Statement from AMB.

Go to Image 2 on Page 14 to see the Bank Statement

Now Rose is ready to reconcile the bank statement and cashbook.

She lays them side by side on her table.

She has a ruler, a pen and a highlighter.



Ticking the Correct Transactions

You may notice in our image examples that the tick marks look like little, pointy hats. This type of tick mark can be quicker to write, and neater than a standard tick mark on which the upward stroke can end up being very long depending on a person's handwriting and look messy!

You can use any tick symbol that you are comfortable with – there is no hard rule about this. You can use a pen or a pencil. Pencil marks can be erased afterwards if you don't want them to remain on the documents.

Rose puts the ruler under the first transaction on the Bank Statement - it shows an internal transfer of \$500 in the Money In column

- She looks across to her Cashbook and sees the \$500 in the Money In Column
- Both transactions are correct, so Rose puts a small tick mark next to each
- Then Rose moves the ruler down to the next transaction on the bank statement
- It is for a loan amount of \$1,500 which Rose had applied for from the bank
- She looks across to her Cashbook and sees that she had entered the \$1,500 into the Money In column
- Both transactions are correct, so Rose puts a small tick mark next to each
- She continues to work down the Bank Statement and looking across to the Cashbook and ticking off the correct transactions.

Highlighting Missing or Different Transactions

- On 8 April Rose sees that she has entered \$350 twice into the Cashbook in error
- One entry says Cash Machine and the other says Petty cash box
- She highlights the transaction on the bank statement with her yellow highlighter because she wants to check the invoice/receipt from Office Supplies, after which she will know what she must do in the Cashbook
- She highlights the error in the cashbook
- Rose starts a list on a separate piece of paper noting each error or difference that she needs to investigate and correct

Go to Image 4 and 5 on Page 15-16 to see the ticked Bank Statement and Cashbook

List of All Bank Reconciliation Errors or Differences

Rose continues to move down through the Bank Statement with her ruler and ticking the matching transactions, or highlighting transactions on the Bank Statement that do not match.

With each highlighted entry, Rose continues to write the differences on her queries list.

Professional Bookkeepers would probably skip this step of writing a list of questions. Instead, as soon as they come to the first problem, they will look it up, figure out how to fix it and sort it out right away.

Why?

To save time by not double-handling the same problem, that is, they are not highlighting and writing down the problem (first handling) and then later going to investigate why the problem occurred and then fixing it (second or even third handling).

Here is the final list:

QUESTIONS ROSE HAS	
List of Differences	
1	8-Apr \$350 entered twice in CB. Look at receipt from Office Supplies
2	8-Apr \$55 Kitchen supplies not showing on Bank Stat
3	8-Apr BT purchase is \$102.50 on Bank statement but split in Cashbook
4	8-Apr \$10 overdraft fee is not in CB.
5	21-Apr \$90 to GG glass Cleaners is not on Bank Stat. Why?
6	25-Apr \$50 deposit correction must be entered to CB - check original deposit, why is it wrong
7	27-Apr Ch 004 not on Bank Stat. ??
8	29-Apr \$210 is not on Bank Stat. Why
9	30-Apr Must enter all bank charges to CB
10	30-Apr What is the \$110 AMB Loans
11	8-Apr \$200 withdrawal must be split to two accounts

Query One

Why is \$350 entered twice?

Answer:

The receipt from Office Supplies shows her that the Cash Machine (also known as a Cash Till) was \$300 and the Petty Cash Box was \$50.

Solution:

One of the \$350 entries must be reversed ('removed' from the Cashbook).

Query Two

Why are the kitchen supplies \$55 not on the bank statement?

Answer:

The Cashbook Reference column indicates 'Cash' was used. Rose looks in the Petty Cash box and finds the receipts in there. The items were brought with money from the Petty cash box and so they should not be in the Cashbook for the bank account.

Solution:

This entry must be 'removed' from the bank Cashbook page, and a new record must be started for the transactions in and out of the Petty Cash box. This can be done with a [Petty Cash Log](#).

Query Three

Why is BT payment of \$102.50 split in the Cashbook?

Answer:

It is split because two different types of expenses were purchased and so they needed to go to different accounts (vehicle costs and telephone)

Solution:

The split in the Cashbook is fine. Leave as is.

Query Four

Why is there an OD fee of \$10?

Answer:

The bank account went into overdraft. Rose does not have an arranged overdraft facility with the bank, so they charged her \$10.

Solution:

Enter it into the Cashbook.

Query Five

Why is \$90 to glass cleaners not on the Bank Statement?

Answer:

Cash was used to pay for this. Rose checked the Petty Cash box, but it was not taken from there. She remembers using her own cash to pay.

Solution:

Keep receipt and give to Accountant to enter into the bookkeeping system using a journal.

Query Six

Why has the bank done a deposit correction of \$50.

Answer:

Rose checks the original deposit paperwork and calculations and sees that her assistant Alice did not add up the receipts correctly. The bank is correct to make this adjustment.

Solution:

Include the adjustment in the Cashbook.

Query Seven

Why is Ch 0004 not on Bank Statement?

Answer:

Rose checks the check/cheque book and she looks at her bills. She knows she posted the check to the sign writers and so they probably did not get it deposited before the month end.

Solution:

This will be adjusted using the Bank Reconciliation Worksheet.

Query Eight

Why are the travel costs of \$210 not on the Bank Statement?

Answer:

The Cashbook reference is 'Bank Card'. Rose remembers that she used the business Visa Card, not the bank card. However, she is still waiting for the Visa card statement which the bank will only send out in the middle of May.

Solution:

'Remove' this transaction from the bank account Cashbook and start a separate Cashbook page for the Visa card transactions.

Query Nine

Why are none of the bank fees not in the Cashbook?

Answer:

Rose wasn't aware of them until she got the bank statement, although if she had checked her bank account online more closely she would have seen them.

Solution:

Enter them into the Cashbook.

Query Ten

What is the \$110 AMB Loans?

Answer:

Rose checks her loan paperwork and sees that this is the regular monthly repayment. It is for \$90 principal and \$20 interest.

Solution:

Enter to the Cashbook.

Query Eleven

Right at the end, after checking the Petty Cash Log, Rose saw that \$80 was deposited into the Cash Box.

Answer:

She checks this for accuracy against the Cash Book and sees that the full \$200 on 8 April was entered to the *Cash Box account* although the description explains it is for the cash box *and* the cash machine.

Solution:

Adjust the amount in the Cashbook to show \$80 to Cashbox and \$120 to Cash Machine.

Here is Rose's list with her answers:

SOLUTIONS TO QUESTIONS

List of Differences

1	8-Apr \$350 entered twice in CB. Look at receipt from Office Supplies	Adjust amounts
2	8-Apr \$55 kitchen supplies not showing on Bank Stat	Paid with Petty Cash. Remove from CB
3	8-Apr BT purchase is \$102.50 on Bank statement but split in Cashbook	Fine. Adds up.
4	8-Apr \$10 overdraft fee is not in CB.	Add to CB - haven't got an arranged OD with bank
5	21-Apr \$90 to GG glass Cleaners is not on Bank Stat. Why?	Paid with personal cash
6	25-Apr \$50 deposit correction must be entered to CB - check original deposit, why is it wrong	Alice did not add checks and cash correctly. Bank is right. Adjust CB.
7	27-Apr Ch 004 not on Bank Stat. ??	Check not presented yet
8	29-Apr \$210 is not on Bank Stat. Why	Paid with Visa not with Bank card. Remove fm CB
9	30-Apr Must enter all bank charges to CB	Ⓢ (start CB for Visa)
10	30-Apr What is the \$110 AMB Loans	Loan repayment and interest - add to CB
11	8-Apr \$200 withdrawal must be split to two accounts	\$80 to Cash Box \$120 to Cash Machine

* start separate Cashbook page for Visa and a Petty Cash Log for the Petty Cash

Cashbook Adjustments

Rose works through her list of solutions to adjust the Cashbook at the bottom.

If she did not have enough room at the bottom, she would simply turn the page and do it there because she is using a pre-printed Cashbook which has lots of lined pages.

If she was using lined pages printed off her computer she would just print more pages as she needs them.

First Group of Adjustments: Transactions on Bank Statement Missing from Cashbook

The first thing Rose does is to enter into the Cashbook the transactions from the Bank Statement that were missing from the Cashbook, which were: -

1. **Difference No. 4** – the overdraft fee of \$10
2. **Difference No. 6** – the Deposit correction of \$50
3. **Difference No. 9** – the three different types of bank charges
4. **Difference No. 10** – the loan repayment

These are all straight forward entries.

She dates them at the date showing on the Bank Statement even though entering them *after* the transactions dated April 30th in the Cashbook – a mixed date order within the same month is not a huge problem.

Second Group of Adjustments: Transactions in Cashbook That Were Entered Incorrectly

The second thing Rose does is to enter adjusting entries for the transactions that were wrong in the Cashbook, which were:

1. **Difference No. 1** – The double entered \$350.00.
How: The adjustment is entered to the Money In column in the Cashbook to put the Cashbook back up to a correct balance. Look at the balance before the entry was made and look at it after this entry was made.
2. **Difference No. 2** – The kitchen supplies entry of \$55
How: This adjustment is also entered to the Money In column, same reason as difference no. 1

3. **Difference No. 3** – The Split purchase of \$102.50
How: Nothing is done here because the split amount still adds up to \$102.50 and so the Cashbook bank balance is correct.
4. **Difference No. 5** – The \$90 for the window cleaners.
How: This adjustment is also entered to the Money In column, same reason as difference no. 1 and 2 above.
5. **Difference No. 8** – The hotel payment of \$210.
How: This adjustment is also entered to the Money In column, same reason as difference no. 1,2 and 5 above.

Rose dates them all at April 30th but indicates in the Details column the date of the original transaction entry in the Cashbook.

At this stage Rose could also go back to the Bank Statement and tick off the highlighted transactions to show that they have now all been dealt with.

Go to Image 5 on Page 17 for the Updated Cashbook
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Rose has now: -

- updated the Bank Balance column
- totalled the Money In and Money Out columns
- updated the bank balance column
- double-checked her calculations and ticked the totals with a different kind of 'checked' mark - a C with a line through it.

There is still a difference in the Cashbook of \$350 which is due to the unrepresented check/cheque from Query No. 7.

The next step will be to make a bank reconciliation worksheet to include this \$350 into the calculations.

How to Know When to Use A Reconciliation Worksheet Vs Adjusting the Cashbook

There are always two main steps to get the bank account and cashbook balanced to each other if they are unbalanced.

First Step: Adjust the cashbook

Second Step: Use a bank reconciliation worksheet template

Sometimes it will only be necessary to process just the first step, or just the second step, depending on what transactions are missing or wrong.

If you deal with purely modern online banking and do not issue or receive checks/cheques, you will not have to use a Bank Reconciliation Worksheet.

This list will help you decide if you should adjust the Cashbook or use a Bank Reconciliation Worksheet or to do both.

- If you know that a transaction in the Cashbook this month will be on next month's Bank Statement, don't adjust the Cashbook. Use the Bank Reconciliation worksheet.
 - If a transaction is on this month's Bank Statement but not in the Cashbook, then you must adjust the Cashbook by entering the transaction into the Cashbook this month. Don't use the Bank Reconciliation Worksheet.
 - Any deposits that are showing in your Cashbook but not on the Bank Statement, use the Bank Reconciliation Worksheet
 - Any checks/cheques issued by you in your Cashbook but not on the Bank Statement, use the Bank Reconciliation Worksheet
 - Any deposits on the *Bank Statement but not in your Cashbook, adjust the Cashbook by entering the deposit in to the Money In column.
 - Any withdrawals on the *Bank Statement but not in your Cashbook, adjust the Cashbook by entering the withdrawal in the Money Out column.
- *Even if the bank has made an error on their Statement, because you will let the bank know and they will adjust their system next month so that it shows on the Bank Statement next month; then next month you can adjust your Cashbook to match.

How to Use A Bank Reconciliation Worksheet

Go to Image 6 on Page 18 for the Bank Reconciliation Worksheet (Report)

The check/cheque number 0004 dated April 27th is not on the Bank Statement, so Rose writes it down in the Unpresented Checks/Cheques box of the Bank Reconciliation Worksheet.

Rose then enters the other amounts i.e. the closing cashbook balance, totals from Box A and Box B and the Expected Bank Statement Balance into the Reconciliation section of the worksheet.

The Expected Bank Statement Balance of \$2,441.50 is the actual closing Bank Statement balance so it is good and correct.

If it did not come to that on the Bank Reconciliation Worksheet, it would mean either:

1. Rose had not done her Cashbook adjustments correctly making the Closing Bank Balance wrong or
2. Entered or calculated the Unpresented checks/cheques or Outstanding Deposits incorrectly in the boxes on the worksheet

...and would have to go back to check them all.

The Cashbook closing balance for the last day of April will remain as \$2,091.50.

There are no further adjustments to be made.

The information from the Bank Reconciliation Worksheet is **not** transferred into the Cashbook because the unpresented check/cheque will be on next month's Bank Statement.

So next month the Cashbook balance and Bank Statement balance will align with each other without having to do another Reconciliation form (unless of course next month there are *new* unpresented checks/cheques or deposits).

At the end of the day Rose will file the April Bank Reconciliation Worksheet with the April Bank Statement so that if some months later someone were to look back at April they will see from the Reconciliation worksheet why the Cashbook balance was not the same as the Bank Statement balance.

Unpresented checks/cheques

These are those that you issue to your suppliers or vendors or any other business or person but which they did not deposit to their bank before the month ended.

These will show up on your next month's Bank Statement, so they will not be entered as adjustments in the Cashbook, they will instead be added to the Bank Reconciliation Worksheet to take the Bank Balance back up (as if these expenses were never entered).

Outstanding Deposits

These are payments you receive into your Cashbook on say the last few days of the month, but which you don't drop off at the bank until say the first day of the next month.

These will be on next month's Bank Statement; therefore, they will not be entered as adjustments in the Cashbook but will instead be deducted on the Bank Reconciliation Worksheet to reduce the Bank Balance down (as if these deposits were never entered).

Cashbook for Visa

Go to Image 7 on Page 19 to see the Cashbook for the Visa Credit Card

which Rose started in the centre of her pre-printed Cashbook (rather than paying for a whole separate Cashbook from the stationers).

She will match and reconcile this in the same way she matched and reconciled the Main Bank Account, once she receives her Visa Credit Card statement.

Petty Cash Log Example

Go to Image 8 on page 20 to see the completed Petty Cash Log.

This is based on our petty cash log form, but there is no reason not to use the Cashbook layout.

For example, Rose could start a Cashbook for the cash box at the back of her Main Cashbook (just like she started the Visa Cashbook half way through the Main Cashbook pre-printed book).

Conclusion

After this exercise Rose decides she must check her bank account online more often, every day even, to make sure the Cashbook is as close to agreement as possible with what it says at the bank so that there are less adjustments to make at the end of the month.

Image 2 – Bank Statement

A Major Bank

City Branch
City Centre Street
Private Box 002
City 1234-52

30 April 2018

AMB Business Account

Account name: The Rose and Flower

Account Number: 12345-678-912-3

Statement Date: 30 April 2018

Statement Number: 1

DATE	CODE	OTHER PARTY	TRANSACTION DETAILS	OPENING BALANCE		BALANCE
				MONEY OUT	MONEY IN	
1 Apr	DC	From 12345-678-912-2	AMB Internal Transfer		500.00	500.00
1 Apr	BI	AMB ****2049	Loan Drawdown		1,500.00	2,000.00
1 Apr	0001	Ch 0001		125.00		1,875.00
2 Apr	BP	To 54321-987-654-0	Mr Landlord	800.00		1,075.00
3 Apr	BP	To 34567-012-987-1	Power Suppl.	110.00		965.00
3 Apr	BP	To 76543-210-123-5	Telecom	150.00		815.00
8 Apr	0003	Ch 0003		350.00		465.00
8 Apr	ATM	AMB ATM	Withdrawal	200.00		265.00
8 Apr	DE	The City Express	Advert Lge	220.00		45.00
9 Apr	POS	BT	*****5024	102.50		-57.50
10 Apr	OD	Acct Overdraw Fee		10.00		-67.50
21 Apr	Dep	Deposit	10001		900.00	832.50
23 Apr	Dep	Deposit	10002		980.00	1,812.50
24 Apr	Dep	Deposit	10003		1,100.00	2,912.50
25 Apr	BI		Dep 10001 Correction	50.00		2,862.50
25 Apr	DE	A Chapman	Wages	250.00		2,612.50
26 Apr	Dep	Deposit	10004		325.00	2,937.50
27 Apr	Dep	Deposit	10005		269.00	3,206.50
28 Apr	POS	All W/Sale St	*****5024	86.00		3,120.50
28 Apr	Dep	Deposit	10006		201.00	3,321.50
29 Apr	POS	FloralOnline	*****5024	1,200.00		2,121.50
29 Apr	Dep	Deposit	10007		665.00	2,786.50
30 Apr	POS	AirlineOnline	*****5024	280.00		2,506.50
30 Apr	Dep	Deposit	10008		110.00	2,616.50
30 Apr	Fee	Charges		35.00		2,581.50
30 Apr	BI	AMB Loans	95621	110.00		2,471.50
30 Apr	Fee	Account Maintenance		5.00		2,466.50
30 Apr	Fee	Ch Clearance		25.00		2,441.50
					Closing Balance	\$2,441.50

If you have any questions, please call us

Image 4 – Ticked and Highlighted Bank Statement

A Major Bank

City Branch
City Centre Street
Private Box 002
City 1234-52

30 April 2018

AMB Business Account

Account name: **The Rose and Flower**

Account Number: **12345-678-912-3**
Statement Date: **30 April 2018**
Statement Number: **1**

DATE	CODE	OTHER PARTY	TRANSACTION DETAILS	OPENING BALANCE		\$0.00 BALANCE
				MONEY OUT	MONEY IN	
1 Apr	DC	From 12345-678-912-2	AMB Internal Transfer		500.00	500.00
1 Apr	BI	AMB ****2049	Loan Drawdown		1,500.00	2,000.00
1 Apr	0001	Ch 0001		125.00		1,875.00
2 Apr	BP	To 54321-987-654-0	Mr Landlord	800.00		1,075.00
3 Apr	BP	To 34567-012-987-1	Power Suppl.	110.00		965.00
3 Apr	BP	To 76543-210-123-5	Telecom	150.00		815.00
8 Apr	0003	Ch 0003		350.00		465.00
8 Apr	ATM	AMB ATM	Withdrawal	200.00		265.00
8 Apr	DE	The City Express	Advert Lge	220.00		45.00
9 Apr	POS	BT	*****5024	102.50		-57.50
10 Apr	OD	Acct Overdraw Fee		10.00		-67.50
21 Apr	Dep	Deposit	10001		900.00	832.50
23 Apr	Dep	Deposit	10002		980.00	1,812.50
24 Apr	Dep	Deposit	10003		1,100.00	2,912.50
25 Apr	BI		Dep 10001 Correction	50.00		2,862.50
25 Apr	DE	A Chapman	Wages	250.00		2,612.50
26 Apr	Dep	Deposit	10004		325.00	2,937.50
27 Apr	Dep	Deposit	10005		269.00	3,206.50
28 Apr	POS	All W/Sale St	*****5024	86.00		3,120.50
28 Apr	Dep	Deposit	10006		201.00	3,321.50
29 Apr	POS	FloralOnline	*****5024	1,200.00		2,121.50
29 Apr	Dep	Deposit	10007		665.00	2,786.50
30 Apr	POS	AirlineOnline	*****5024	280.00		2,506.50
30 Apr	Dep	Deposit	10008		110.00	2,616.50
30 Apr	Fee	Charges		35.00		2,581.50
30 Apr	BI	AMB Loans	95621	110.00		2,471.50
30 Apr	Fee	Account Maintenance		5.00		2,466.50
30 Apr	Fee	Ch Clearance		25.00		2,441.50
				Closing Balance		\$2,441.50

If you have any questions, please call us

Image 5 – Cashbook Updated with Adjustments

CASHBOOK OF THE ROSE AND FLOWER						APRIL		Opening Balance	
Date	Details	Ref	Account	Money In	Money Out	Bank Balance			
1-Apr	Personal funds deposited	Transfer In	??	500.00		500.00			
	Loan from AMB	Loan	Bank Loan	1,500.00		2,000.00			
	The City Express - Shop Assistant	Ch 0001	Advertising		125.00	1,875.00			
2-Apr	Mr Landlord	Bank transfer	Rent		800.00	1,075.00			
3-Apr	Power Supply Co - Connect power	Bill Payment	Power		110.00	965.00			
	Telecom - Phone/broadband install	Bill Payment	Telephone - Landline		150.00	815.00			
8-Apr	Office Supplies Inc. - Cash machine	Ch 003	Office Supplies		350.00	465.00			
	Office Supplies Inc. - Petry cash box	Ch 003	Office Supplies		350.00	115.00			
	Cash box float and cash machine	Cash withdrawal	Cash box		200.00	(85.00)			
	Local Grocers - tea, coffee, milk	Cash	Kitchen Supplies		55.00	(140.00)			
9-Apr	The City Express - Grand Opening	Bank transfer	Advertising		220.00	(360.00)			
	BT Fuel Station - Fuel	bank card	Vehicle Costs		82.50	(442.50)			
	BT Fuel Station - Phone Top-Up	bank card	Telephone - Mobile		20.00	(462.50)			
21-Apr	Great Glass Cleaners - Window Cleaning	Cash	Cleaning		90.00	(552.50)			
	Money from grand opening sales			900.00		347.50			
23-Apr	Bank deposit	Deposit	Sales	980.00		1,327.50			
24-Apr	Bank deposit	Deposit	Sales	1,100.00		2,427.50			
25-Apr	Wages - Alice	Bank transfer	Wages Expenses		250.00	2,177.50			
26-Apr	Bank deposit	Deposit	Sales	325.00		2,502.50			
27-Apr	Bank deposit	Deposit	Sales	259.00		2,772.50			
	Signwriting on vehicle - City Signwriters	Ch 0004	Marketing		350.00	2,421.50			
28-Apr	All Wholesale Stationers	Bank Card	Stationery		86.00	2,335.50			
	Bank deposit	Deposit	Sales	201.00		2,536.50			
29-Apr	Purchases - floral supplies	Bank transfer	Stock Purchases		1,200.00	1,336.50			
	Hotel Grande - accommodation and meals	Bank Card	Travel Costs		210.00	1,226.50			
	Bank deposit	Deposit	Sales	655.00		1,791.50			
30-Apr	Airfare	DC	Travel Costs		280.00	1,511.50			
	Bank deposit	Deposit	Sales	110.00		1,621.50			
30-Apr	Bank charge	Bank Charges	Bank Fees/Charges		35.00	1,586.50			
	Account Maintenance Fee	Bank Charges	Bank Fees/Charges		5.00	1,581.50			
	Check Clearance fee	Bank Charges	Bank Fees/Charges		25.00	1,556.50			
	Loan repayment to AMB	Loan	Bank Loan		90.00	1,466.50			
	Loan interest to AMB	Loan	Interest Expense		20.00	1,446.50			
10-Apr	Overdraft fee from bank	Bank Fee	Bank Fees/Charges		10.00	1,436.50			
25-Apr	Correction to deposit on 21 April	Correction	Sales		50.00	1,386.50			
8-Apr	Reverse Office supplies - 08/04 entered twice	Correction	Office Supplies	350.00		1,296.50			
8-Apr	Reverse kitchen supplies - 08/04 paid cash	Correction	Kitchen Supplies	55.00		1,291.50			
21-Apr	Reverse window cleaning 21/04 - paid cash	Correction	Cleaning	90.00		1,881.50			
29-Apr	Reverse Travel Costs 30/04 paid with Visa	Correction	Travel Costs	210.00		2,091.50			
8-Apr	Adjust Cash Box float - was only \$80	Correction	Cash box	120.00		2,211.50			
8-Apr	Cash withdrawal for Cash Machine float	Correction	Cash Machine		120.00	2,091.50			
				57,375.00		55,283.50			52,091.50

Image 6 – Completed Bank Reconciliation Worksheet (Report)

BANK RECONCILIATION REPORT

The Rose and Flower

Date of Bank Statement:

30/04/2018

Bank Account Name or Number:

12345-678-912-3 (Main Bank A/C)

Unpresented Checks/Cheques		
27-Apr	0004	350.00
Total A		350.00

Outstanding Deposits		
Total B		

Reconciliation

	Date	Amount
Closing Cash Book Balance at	<u>30/04/2018</u>	<u>\$2,091.50</u>
Add: Unpresented Checks/Cheques (Total A)		<u>\$350.00</u>
Sub-total		<u>\$2,441.50</u>
Less: Outstanding Deposits (Total B)		<u>\$0.00</u>
Expected Bank Statement Balance		<u><u>\$2,441.50</u></u>

