



**Business Virtual Learning**

# **HS/Accounting I**

**Topic: Reconciling a Bank Statement**

**May 8, 2020**



## Lesson Topic: Bank Reconciliation

### **Lesson Objectives:**

1. Complete a bank statement reconciliation

### **Lesson Instructions:**

As you learned in the previous assignment, balancing your checking account is important. Matching your recorded balance to that of the banks is called “reconciling your bank statement”.

In today’s lesson, you will practice this skill.



### Super Checking Account Activity

Beginning Balance	Credits	Debits	Service Charge	Ending Balance
2591.24	1946.93	1956.43	0.00	2581.72

Credits	Description	Date	Amount
	DEPOSIT	01/05/02	26.90
	AUTO DEPOSIT	01/15/02	954.27
	AUTO DEPOSIT	01/30/02	954.27
	INTEREST	01/31/02	11.49
<b>Total Credits</b>			1946.93

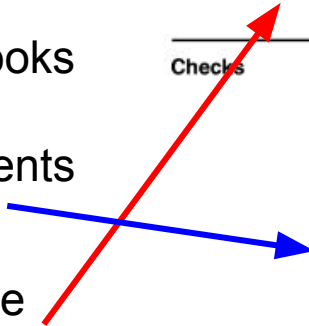
  

Checks	Check No.	Date	Amount	Check No.	Date	Amount
	352	01/04/02	\$ 321.50	353	01/05/02	\$ 100.00
	354	01/10/02	\$ 122.30	355	01/11/02	\$ 59.95
	356	01/15/02	\$ 852.33	357	01/30/02	\$ 500.35
	358	01/15/02	\$ 852.33	359	01/30/02	\$ 500.35
	360	01/15/02	\$ 852.33	361	01/30/02	\$ 500.35
	362	01/15/02	\$ 852.33	363	01/30/02	\$ 500.35
	364	01/15/02	\$ 852.33	365	01/30/02	\$ 500.35
	366	01/15/02	\$ 852.33	367	01/30/02	\$ 500.35
	368	01/15/02	\$ 852.33	369	01/30/02	\$ 500.35
	370	01/15/02	\$ 852.33	371	01/30/02	\$ 500.35
	372	01/15/02	\$ 852.33	373	01/30/02	\$ 500.35
	374	01/15/02	\$ 852.33	375	01/30/02	\$ 500.35
	376	01/15/02	\$ 852.33	377	01/30/02	\$ 500.35
	378	01/15/02	\$ 852.33	379	01/30/02	\$ 500.35
	380	01/15/02	\$ 852.33	381	01/30/02	\$ 500.35
	382	01/15/02	\$ 852.33	383	01/30/02	\$ 500.35
	384	01/15/02	\$ 852.33	385	01/30/02	\$ 500.35
	386	01/15/02	\$ 852.33	387	01/30/02	\$ 500.35
	388	01/15/02	\$ 852.33	389	01/30/02	\$ 500.35
	390	01/15/02	\$ 852.33	391	01/30/02	\$ 500.35
	392	01/15/02	\$ 852.33	393	01/30/02	\$ 500.35
	394	01/15/02	\$ 852.33	395	01/30/02	\$ 500.35

## The Bank statement:

The example to the right shows what a typical bank statement looks like.

- It will list all check or payments by date or check number.
- Typically the deposits will be listed in a separate place.





### Super Checking Account Activity

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	360	01/15/02	\$ 852.33	361	01/30/02	\$ 500.35
	362	01/15/02	\$ 852.33	363	01/30/02	\$ 500.35
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	380	01/15/02	\$ 852.33	381	01/30/02	\$ 500.35
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	386	01/15/02	\$ 852.33	387	01/30/02	\$ 500.35
	388	01/15/02	\$ 852.33	389	01/30/02	\$ 500.35
	390	01/15/02	\$ 852.33	391	01/30/02	\$ 500.35
	392	01/15/02	\$ 852.33	393	01/30/02	\$ 500.35
	394	01/15/02	\$ 852.33	395	01/30/02	\$ 500.35

## Steps:

1. Begin by comparing your records to the bank statement. Place a checkmark or X on the ones that match. Do this on your records and the bank statement.
2. Any items not marked off will be considered as “outstanding”. This means that one of the records (yours or the banks) is missing that item.
  - a. You will use these to reconcile your records to the banks.



# Lesson Topic: Bank Reconciliation

## Bank Reconciliation Form:

The left side of the form is where you put the balance from your records. This could be either a check stub or the balance in your register.

The right side is where you get information from the bank statement.

RECONCILIATION OF BANK STATEMENT			
		(Date)	
Balance on check stub No.		Balance on Bank Statement	
<b>DEDUCT BANK CHARGES:</b>		<b>ADD Outstanding Deposits:</b>	
Description	Amount	Date	Amount
Total Bank charges		Total outstanding deposits	
	\$ -	Subtotal	
		\$ -	
		<b>Deduct Outstanding Checks:</b>	
		Total Outstanding checks	
		\$ -	
<b>Adjusted Check Stub Balance</b>		<b>Adjusted Bank Balance</b>	
	\$ -	\$ -	

# Lesson Topic: Bank Reconciliation

## Steps continued:

1. Begin by putting your balance on the left side.
2. List any bank charges that are listed on the statement and not marked off on your record.
3. Add multiple charges and subtract from your balance.

**The adjusted balance now shows your records up-to-date.**

RECONCILIATION OF BANK STATEMENT				(Date)	
Balance on check stub No.				Balance on Bank Statement	
DEDUCT BANK CHARGES:				ADD Outstanding Deposits:	
Description	Amount			Date	Amount
Total Bank charges		\$	-	Total outstanding deposits	
					\$ -
Adjusted Check Stub Balance		\$	-	Subtotal	
					\$ -
				Deduct Outstanding Checks:	
				Total Outstanding checks	
					\$ -
				Adjusted Bank Balance	
					\$ -

# Lesson Topic: Bank Reconciliation

## Steps continued:

1. Now go to the bank statement and put the balance listed on it on the right side.
2. List any deposits you have made that do not show on the statement. If there are multiple ones, add them together.
  - a. Add this to the original balance to get the subtotal.
3. List any payment you have made that do not show on the statement. If there are multiple ones, add them together.
  - a. Subtract this from the subtotal to get the new adjusted bank balance.

**The 2 adjusted balances should equal.**

STATEMENT		(Date)		
		Balance on Bank Statement		
		<b>ADD Outstanding Deposits:</b>		
Amount		Date	Amount	
		Total outstanding deposits		\$ -
		Subtotal		\$ -
Original Balance	\$ -	<b>Deduct Outstanding Checks:</b>		
		Total Outstanding checks		\$ -
		<b>Adjusted Bank Balance</b>		\$ -



## Lesson Topic: Bank Reconciliation

### **Practice:**

Use this bank [reconciliation form](#) or the PDF that accompanies this assignment to reconcile this information given.

Use the bank statement and register on the next slides and follow the steps on slides 4, 6 and 7 to complete the reconciliation.

These can also be found on the PDF that accompanies this assignment





# Lesson Topic: Bank Statement

**THIS STATEMENT COVERS**  
6/20/09 through 7/19/09

<b>CHECKING ACCOUNT</b> 0471-678	Previous Statement Balance On 6/19/09	150.67
	Total of 1 Deposits For	1,200.00 +
	Total of 6 Withdrawals For	1,246.98 -
<b>New Balance</b>		<b>103.69 +</b>

<b>CHECKS &amp; OTHER DEBITS</b>	<b>CHECK</b>	<b>DATE PAID</b>	<b>AMOUNT</b>
	161	6/21	216.30
	162	6/26	82.87
	163	6/29	1000.00
	ATM Withdrawal #00261 at ATM #423A	6/18	35.00
	ATM Withdrawal #00476 at ATM #426B	6/25	20.00
	Check Card #00686 Foodland EFT	6/18	55.00
	Check Card #01275 EZ-Shoppe	6/26	54.11

<b>DEPOSITS &amp; OTHER CREDITS</b>		<b>DATE POSTED</b>	<b>AMOUNT</b>
	Transfer from 4039-557 at ATM #423C	6/23	1200.00



## Check Register

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT		BALANCE	
							366	97
161	6/4	Sound Out	216	30			216	30
		bew CD player					150	67
ATM	6/18	withdrawal	35	00			35	00
		spending money					115	67
ChkCrd	6/18	Check Card	55	00			55	00
		Foodland Groceries					60	67
ATM	6/23	deposit			1200	00	2100	00
		transfer from savings					1260	67
162	6/24	Racy's	82	87			82	87
		new clothes					1177	80
ATM	6/25	withdrawal	20	00			20	00
		movie and pizza					1157	80
163	6/26	Woodland Apt's	1000	00			1000	00
		rent					157	80
ChkCrd	6/26	E-Z Shoppe	54	11			54	11
		groceries					103	69
164	7/5	CD Place	26	31			26	31
		acct. #7M3406					77	38
165	7/14	Lucasfilm, Ltd.	10	00			10	00
		"Monkey Island" T-shirt					67	38
ATM	1/19	deposit			253	17	253	17
		pay check					320	55