


LESSON 5-2

Bank Reconciliation

BANK STATEMENT

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 Pacific national bank
Portland, OR 97203

STATEMENT OF ACCOUNT FOR

TECHKNOW CONSULTING
7549 Broadway
Portland, OR 97202-2531

ACCOUNT NUMBER
43-452-119

STATEMENT DATE
August 30, 20--

BALANCE FROM PREVIOUS STATEMENT	NO. OF CHECKS	AMOUNT OF CHECKS	NO. OF DEPOSITS	AMOUNT OF DEPOSITS	SERVICE CHARGES	STATEMENT BALANCE
0.00	11	2,821.00	14	8,125.00	8.00	5,304.00

DATE	CHECK	AMOUNT	CHECK	AMOUNT	DEPOSIT	BALANCE
08/01/--						0.00
08/01/--					5,000.00	5,000.00
08/04/--	1	275.00				4,725.00
08/07/--	2	1,200.00				3,525.00
08/12/--					495.00	4,020.00
08/13/--	4	300.00	6	125.00		3,595.00
08/14/--	3	300.00				3,295.00
08/15/--					250.00	3,545.00
08/16/--					195.00	3,740.00
08/17/--	5	40.00			175.00	3,875.00
08/18/--	7	78.00			205.00	4,002.00
08/19/--	8	100.00			180.00	4,082.00
08/20/--	9	125.00			210.00	4,167.00
08/21/--					225.00	4,392.00
08/24/--					205.00	4,597.00
08/25/--					275.00	4,872.00
08/26/--					290.00	5,162.00
08/27/--					205.00	5,367.00
08/28/--					215.00	5,582.00
08/29/--	10	70.00				5,512.00
08/30/--	11	200.00				5,312.00
	SC	8.00				5,304.00

PLEASE EXAMINE AT ONCE - IF NO ERRORS ARE REPORTED WITHIN 10 DAYS THE ACCOUNT WILL BE CONSIDERED CORRECT. REFER ANY DISCREPANCY TO OUR ACCOUNTING DEPARTMENT IMMEDIATELY.

BANK STATEMENT RECONCILIATION

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1. Date
2. Check Stub Balance
3. Service Charge
4. Adjusted Check Stub Balance
5. Bank Statement Balance
6. Outstanding Deposits
7. Subtotal
8. Outstanding Checks
9. Adjusted Bank Balance
10. Compare Adjusted Balances

August 31, 20--
(Date) **1**

RECONCILIATION OF BANK STATEMENT

<p>Balance on Check Stub No. <u>14</u> \$ <u>4,972</u> ⁰⁰ 2</p> <p>DEDUCT BANK CHARGES:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><u>Service Charge</u></td> <td style="text-align: right;">\$ <u>8</u> ⁰⁰</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total bank charges ▶</td> <td style="text-align: right;">8 ⁰⁰ 3</td> </tr> </tbody> </table> <p>Adjusted Check Stub Balance \$ <u>4,964</u> ⁰⁰ 4</p>	Description	Amount	<u>Service Charge</u>	\$ <u>8</u> ⁰⁰							Total bank charges ▶	8 ⁰⁰ 3	<p>Balance on Bank Statement \$ <u>5,304</u> ⁰⁰ 5</p> <p>ADD OUTSTANDING DEPOSITS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><u>8/31/--</u></td> <td style="text-align: right;">\$ <u>190</u> ⁰⁰</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Total outstanding deposits ▶</td> <td style="text-align: right;">190 ⁰⁰</td> </tr> </tbody> </table> <p>SUBTOTAL \$ <u>5,494</u> ⁰⁰ 7</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Ck. No.</th> <th>Amount</th> <th>Ck. No.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><u>12</u></td> <td style="text-align: right;"><u>30</u> ⁰⁰</td> <td> </td> <td> </td> </tr> <tr> <td><u>13</u></td> <td style="text-align: right;"><u>500</u> ⁰⁰</td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>Total outstanding checks ▶</td> <td style="text-align: right;">530 ⁰⁰ 8</td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Adjusted Bank Balance \$ <u>4,964</u> ⁰⁰ 9</p>	Date	Amount	<u>8/31/--</u>	\$ <u>190</u> ⁰⁰					Total outstanding deposits ▶	190 ⁰⁰	Ck. No.	Amount	Ck. No.	Amount	<u>12</u>	<u>30</u> ⁰⁰			<u>13</u>	<u>500</u> ⁰⁰											Total outstanding checks ▶	530 ⁰⁰ 8		
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RECORDING A BANK SERVICE CHARGE ON A CHECK STUB

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NO. 14 \$ _____

Date _____ 20__

To _____

For _____

BAL. BRO'T. FOR'D.		4,782	00
AMT. DEPOSITED ...	8 31 -- Date	190	00
SUBTOTAL		4,972	00
OTHER:			
<i>Service Charge 8.00</i>			
		8	00
SUBTOTAL:		4,964	00
AMT. THIS CHECK			
BAL. CAR'D. FOR'D.			

1. Write *Service Charge \$8.00* on the check stub under the heading "Other."
2. Write the amount of the service charge in the amount column.
3. Calculate and record the new subtotal on the Subtotal line.

JOURNALIZING A BANK SERVICE CHARGE

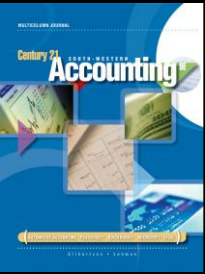
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August 31. Received bank statement showing August bank service charge, \$8.00. Memorandum No. 3.

JOURNAL										PAGE 2
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH			
				DEBIT	CREDIT		DEBIT	CREDIT		
31	Miscellaneous Expense	M3	4	8.00					8.00	14

- Date.** Write the date.
- Debit.** Write the title of the account to be debited. Record the amount debited.
- Credit.** Record the amount credited.
- Source document.** Write the source document number.

Miscellaneous Expense	
8.00	
Cash	
	8.00



TERM REVIEW

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- bank statement