

## **Bank Reconciliation Procedures**

- 1) Ensure all entries for manual cheques and deposits are posted.
- 2) Print detail ledger of current month.
  - Check balance forward to previous month's reconciled balance.
- 3) THE STATEMENT
  - A) Check all cancelled cheques to bank statement photocopy.
  - B) Circle all extra items
  - C) Compare deposits in detail ledger to statement. Check off each item.
- 4) Make summary of all extra charges and/or posting errors to be done.
- 5) Sort all cancelled cheques in numerical order. Check each off against previous month's outstanding list and the current ledger list.
- 6) Make listing of any posting corrections to be made.
- 7) Make listing of outstanding cheques. Make list of outstanding deposits.
- 8) Fill out bank reconciliation form.

\\data\wpdocs\forms\bank\bankreclist.wpd