

A8 Control System

Chapter 18 Bank reconciliation statements

Update the cash book /Cash at bank account

1. Balance b/d

2. 需要更新銀行存款帳入帳 (項目未記錄在銀行存款帳/銀行存款帳錯誤)

=> 增加銀行存款 => 借記銀行存款 => 入左 => 對應帳戶 => 增加銀行存款項目名稱

=> 減少銀行存款 => 貸記銀行存款 => 入右 => 對應帳戶 => 減少銀行存款項目名稱

3. Balance c/d

例子: The bank account as at 31 December 2010 has a debit balance of \$15,800 with the following information:

- (i) A standing order of \$280 for gas payment appeared on bank statement and no entry in bank account.
- (ii) A cheque of \$1,800 issued to M Wong was dishonoured by the bank. No entry was made in the cash book.
- (iii) A cheque for \$400 received and recorded in the bank account had not been credited by the bank.
- (iv) Charges of \$100 were made by the bank but had not been recorded in bank account.
- (v) An incorrect credit transfer of \$5,200 had been made by the bank on 30 December 2010.
- (vi) A trade debtor, Mr Lee, paid \$1,900 directly into the business bank but no entry was made in bank account.
- (vii) A cheque of \$500 issued during November had not been presented for payment.
- (viii) A cheque from J Lam for \$12,200 deposited in the bank had been entered in the cash book as \$21,200.

Cash at bank

	\$		\$

Preparation of a bank reconciliation statement

1. Balance as per adjusted bank account

2. Add: Unpresented cheques / Bank error

3. Less: Uncredited cheques / Bank error

4. Balance as per bank statement

Bank Reconciliation Statement as at 31 December 2010

	\$

2. The bank account and the bank statement of a business for the month of July 2023 are given below:

				Bank			
2023			\$	2023			\$
Jul	2	M Ma	7,050	Jul	1	Balance b/d	900
"	5	Cash sales	310	"	8	Purchases	2,595
"	15	I Ip	375	"	12	H Hui	205
"	19	Cash sales	1,120	"	19	Furniture and fittings	110
"	30	C Chan	2,910	"	21	P Poon	7,955
"	31	Balance c/d	5,009	"	24	K Kwan	1,000
				"	27	Petty cash	789
				"	29	Drawings	2,570
				"	30	Rent	650
			<u>16,774</u>				<u>16,774</u>

Bank Statement					
			Dr	Cr	Balance
			\$	\$	\$
2023					
Jul	1	Opening balance			900 Dr
"	3	Cheque		7,050	6,150 Cr
"	4	Returned cheque — M Ma	7,050		900 Dr
"	5	Deposit		310	590 Dr
"	9	XYZ Co	2,595		3,185 Dr
"	14	Cheque	205		3,390 Dr
"	15	Cheque		375	3,015 Dr
"	15	Standing order — Kowloon Ltd	1,500		4,515 Dr
"	18	Direct debit — Electricity	700		5,215 Dr
"	19	Better Furniture Co	110		5,325 Dr
"	21	Deposit		1,120	4,205 Dr
"	23	Cheque	7,955		12,160 Dr
"	23	Direct credit — Dividends		3,220	8,940 Dr
"	24	Cheque	1,000		9,940 Dr
"	28	ATM withdrawal	789		10,729 Dr
"	31	ABC Properties Ltd	650		11,379 Dr
"	31	Overdraft interest	18		11,397 Dr
"	31	Closing balance			11,397 Dr

Required:

- Update the cash book.
- Draw up a bank reconciliation statement as at 31 July 2023, starting with the bank statement balance and ending with the updated cash book balance.

(a)

[illegible]

(b)

[illegible]