Assumption:
1. Each student (or group) has a copy of the Bank Account Activity and the Budget and Cash Flow Spreadsheet (electronic or hardcopy)
2. Students have watched the Cash Flow video.
3. The date of this reconciliation is 4/8/15.
4. A check was issued to clear on 4/9/15 to Minutes4Less (cell phone) in the amount $75.00.

Turn-by-Turn Directions

|-------------------------------------|--------------------|----------------------|

1. Complete the table above:
   - The bank balance on 4/8/15 is: $______________
   - The CFS balance on 4/8/15 is: $______________

2. If the bank account balance on 4/8/15 matches the CFS balance on 4/8/15 your accounts balance then your CFS is reconciled.

3. If the bank account balance on 4/8/15 differs from the CFS balance on 4/8/15 reconciliation is necessary.

4. Complete the reconciliation on the CFS attachment provided:

**TO RECONCILE**

1. **Calculate the outage.** (Outage = Bank Account Balance – Budget and CFS Balance)

2. The total outage amount is $______________.

3. **Next determine the components of the outage:**
   - Review the bank activity from 3/27/15 - 4/8/15 and compare each transaction in the CFS with each transaction in the bank account activity.
   - Did you find anything that doesn’t match?
   - Is there is a transaction in the bank account activity that is not in the CFS?
     - Is the charge accurate? (check the info packet).
     - Enter the outage amount missed into the CFS.
• Is there a transaction on the CFS that is not in the bank activity?
  - Remove the erroneous entry from the CFS or move the entry within the CFS.

4. After comparing each line item and entering any transactions that were missing to CFS and removing any erroneous entries in the CFS, compare the balances for 4/8/15 again.

5. What is your updated CFS balance? $_____________

6. Compare the bank account balance on 4/8/15 with the updated CFS balance in #9 above.
  • If the two amounts match the reconciliation is complete.
  • If the two amounts do not match complete steps #1 – 6 until the amounts match.