

Treasurers Seminar 2023

Addressing and Clearing Reconciling Items on the Bank Reconciliation

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Florida Conference of SDA
Church and School Internal Auditor

Reconciling Differences

~ identifying the sources

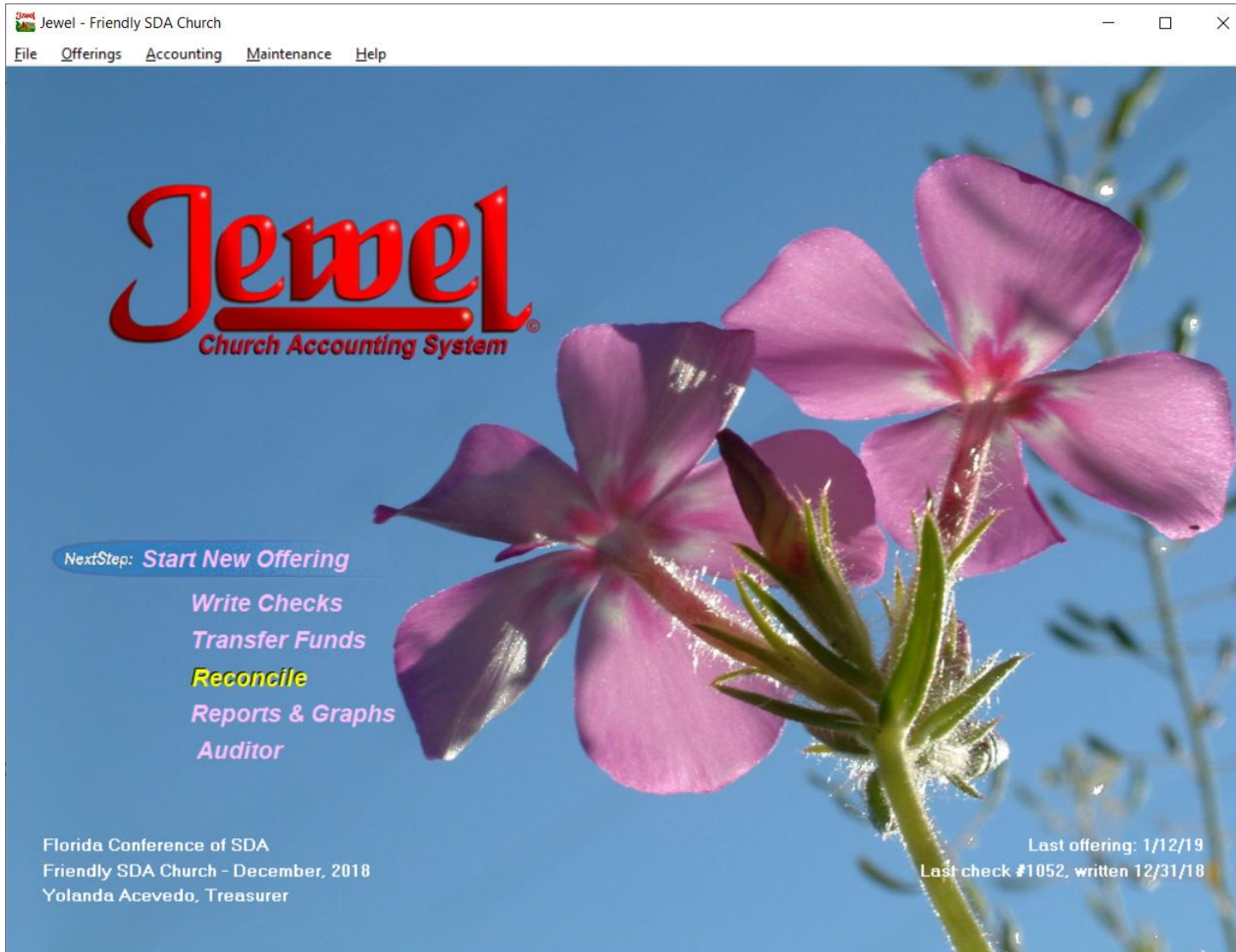
1. Look for bank fees on the bank statement not yet recorded in Jewel.
2. Verify that amounts that cleared the bank match entries in Jewel.
3. Look for debit card payments that cleared the bank but were not entered in Jewel.
4. Look for automatic withdrawals reflected by the bank but not recorded in Jewel.
5. Look for duplicate entries in Jewel.
6. Look for adjustments done by bank to deposits recorded in Jewel.
7. Look for interest payments from the bank not recorded in Jewel.

Reconciling Differences

~ identifying the sources

1. Look for bank fees on the bank statement not yet recorded in Jewel.
2. **Verify that amounts that cleared the bank match entries in Jewel.**
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7. Look for interest payments from the bank not recorded in Jewel.

Jewel – Reconciliations Adjustments



Adjusting a Previous Month's Deposit

Bank Reconciliation - 12/2018

Bank Reconciliation

Checking Account: 4 BB&T Primary Checking -- 12/31/18, \$55,234

Balance Per Bank:
Ending Date: 01/31/19
Beginning: 55,234.33
Ending: 53,968.18

Deposits and Interest Earned

Date	Description	Amount
12/31/18	To correct AG duplicate entry 2/07	-83.00
01/09/19	01/05/19 offering deposit	1,022.77
01/15/19	01/12/19 offering deposit	1,836.97
01/18/19	NSF check reversal: #1118 on 12/	-2,800.00

Checks Written and Bank Fees

Date	Check #	Description	Amount
12/31/18	#698	July Bank Fees	12.00
12/31/18	#699		-285.00
12/31/18	#1047	Faithful, Dennis and Charlotte	15.00
12/31/18	#1052	Manasota Adventist Community Ser	12.00
01/09/19	#690	Post office	30.00
01/09/19	#691	Staple's Office Supply	56.98
01/09/19	#692	Sam Club Store	115.24
01/09/19	#1046	Gilberto	285.00
01/15/19	#693	City of Plant City	362.58
01/15/19	#694	Staple's Office Supply	-10.69
01/15/19	#695	Sams club	-21.68
01/17/19	#696	Sams club	13.46

Balances

Bank Ending Balance	53,968.18
Cleared Ending Balance	53,978.18
Difference	-10.00

Add Entry

Deposits and Interest Earned

Acct. # Account Name Income Expense

Date Memo

02/23/21

***For very small discrepancies only**

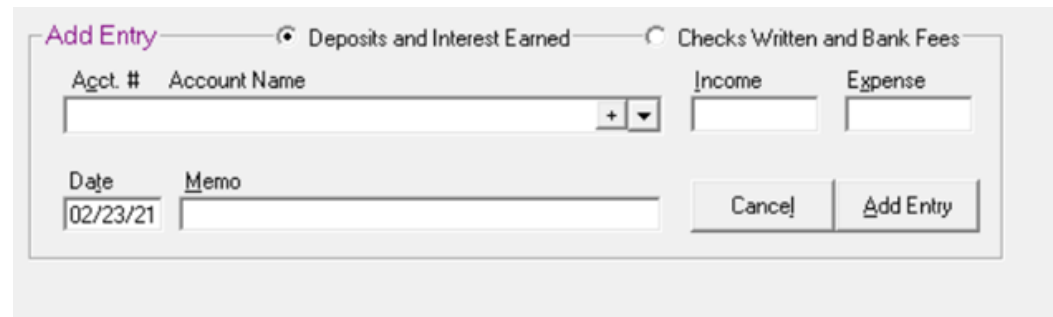
Adjusting a Previous Month's Deposit – cont.

1. Click on the Add Entry button to activate the journal entry.
2. Make sure you select “Deposits and Interest Earned.”
3. In Account Name, select the general “budget” account you normally use for deposits.
4. If the amount in the bank statement is **LESS** than the deposit in Jewel, enter the difference in the Expense box.

The screenshot shows a software interface for adding a journal entry. It features a title bar with the text "Add Entry" and two radio buttons: "Deposits and Interest Earned" (which is selected) and "Checks Written and Bank Fees". Below the radio buttons are four input fields: "Acct. #" with a dropdown arrow, "Account Name" with a dropdown arrow, "Income", and "Expense". Below these fields are two more input fields: "Date" (containing "02/23/21") and "Memo". At the bottom right of the dialog are two buttons: "Cancel" and "Add Entry".

Adjusting a Previous Month's Deposit – cont.

5. If the amount in the bank statement is **MORE** than the deposit in Jewel, enter the difference in the Income box.
6. Change the date to be the first day of the current month. (It will not allow you to enter a date for a closed month.)
7. Enter the memo: “Adjustment to mm/dd/yy deposit to match stmt” (the date here refers to the date of the original deposit.)
8. Click on the Add Entry button to complete the entry. The amount will show up checked in the top portion with your other deposits.



The screenshot shows the 'Add Entry' dialog box with the following fields and options:

- Radio buttons: Deposits and Interest Earned, Checks Written and Bank Fees
- Acct. # and Account Name: A text input field with a dropdown arrow and a '+' sign.
- Income and Expense: Two empty text input fields.
- Date: A text input field containing '02/23/21'.
- Memo: An empty text input field.
- Buttons: 'Cancel' and 'Add Entry'.

Adjusting a Previous Month's Deposit

Bank Reconciliation - 12/2018

Bank Reconciliation

Checking Account: 4 BB&T Primary Checking -- 12/31/18, \$55,234

Balance Per Bank:
 Ending Date: 01/31/19
 Beginning: 55,234.33
 Ending: 53,968.18

Deposits and Interest Earned

Date	Description	Amount
<input checked="" type="checkbox"/> 12/31/18	To correct AG duplicate entry 2/07	-83.00
<input checked="" type="checkbox"/> 01/09/19	01/05/19 offering deposit	1,022.77
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Checks Written and Bank Fees

Date	Check #	Description	Amount
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<input checked="" type="checkbox"/> 01/17/19	#696	Sams club	13.46

Balances

Bank Ending Balance	53,968.18
Cleared Ending Balance	53,978.18
Difference	-10.00

Add Entry
 Deposits and Interest Earned
 Checks Written and Bank Fees

Acct. # Account Name Income Expense

Date Memo

02/23/21

Adjusting a Previous Month's Deposit – cont.

For more significant discrepancies, research deeper before making adjustments:

- Should you be making an adjustment to the donor records?*
- Did the bank make an error?
 - Review donor checks to be sure the bank cleared them for the correct amount.
 - Call the bank to inquire on the nature of the discrepancy.

***Call your auditor for guidance for making adjustments to donor records.**

Adjusting for a Previous Entry

Make note of the following information which you will reference when making the adjusting entry:

- Check (CK) or Journal Entry (JE) number
- Account affected (original account used to expense)
- Date of the original expense entry

Adjusting for a Previous Entry – cont.

Bank Reconciliation - 12/2018

Bank Reconciliation

Checking Account: 4 BB&T Primary Checking -- 12/31/18, \$55,234

Balance Per Bank:
Ending Date: 01/31/19
Beginning: 55,234.33
Ending: 53,968.18

Deposits and Interest Earned

Date	Description	Amount
12/31/18	To correct AG duplicate entry 2/07	-83.00
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Checks Written and Bank Fees

Date	Check #	Description	Amount
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01/15/19	#-695	Sams club	-21.68
01/17/19	#-696	Sams club	13.46

Balances

Bank Ending Balance	53,968.18
Cleared Ending Balance	53,978.18
Difference	-10.00

Add Entry

Deposits and Interest Earned

Acct. # Account Name Income Expense

Date Memo

02/23/21

Cancel Add Entry

***For minor discrepancies only**

Adjusting for a Previous Entry – cont.

1. Click on the Add Entry button to activate the journal entry.
2. Make sure you select “Checks Written and Bank Fees.”
3. In Account Name, select the same expense account of the original entry.
4. If the amount in the bank statement is **MORE** than the entry in Jewel, enter the difference in the Expense box.

The screenshot shows a software interface for adding a journal entry. At the top, there are two radio buttons: "Deposits and Interest Earned" (which is selected) and "Checks Written and Bank Fees" (which is unselected). Below this, there are four input fields: "Acct. #", "Account Name", "Income", and "Expense". The "Date" field is pre-filled with "02/23/21". At the bottom right, there are two buttons: "Cancel" and "Add Entry".

Adjusting for a Previous Entry – cont.

5. If the amount in the bank statement is **LESS** than the deposit in Jewel, enter the difference in the Income box.
6. Enter the date as the date as the first day of the current month. (It will not allow you to enter a date for a closed month.)
7. Enter the memo: “Adj to CK___ (or JE#___) dated mm/dd/yy to match stmt” (the date here refers to the date of the original entry.)
8. Click on the Add Entry button to complete the entry. The amount will show up checked in the bottom portion with your other checks and debits.

The screenshot shows a software dialog box titled "Add Entry". At the top, there are two radio buttons: "Deposits and Interest Earned" (which is selected) and "Checks Written and Bank Fees". Below this, there are two columns of input fields. The first column has "Acct. #" and "Account Name" labels above a single input field with a "+" and a dropdown arrow on the right. The second column has "Income" and "Expense" labels above two separate input fields. Below these columns, there are "Date" and "Memo" labels above two input fields. The "Date" field contains the text "02/23/21". At the bottom right of the dialog, there are two buttons: "Cancel" and "Add Entry".

Adjusting for a Previous Entry – cont.

Bank Reconciliation - 12/2018

Bank Reconciliation

Checking Account: 4 BB&T Primary Checking -- 12/31/18, \$55,234

Balance Per Bank:
 Ending Date: 01/31/19
 Beginning: 55,234.33
 Ending: 53,968.18

Deposits and Interest Earned

Date	Description	Amount
12/31/18	To correct AG duplicate entry 2/07	-83.00
01/09/19	01/05/19 offering deposit	1,022.77
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01/15/19	#-694	Staple's Office Supply	-10.69
01/15/19	#-695	Sams club	-21.68
01/17/19	#-696	Sams club	13.46

Balances

Bank Ending Balance	53,968.18
Cleared Ending Balance	53,978.18
Difference	-10.00


Add Entry

Deposits and Interest Earned
 Checks Written and Bank Fees

Acct: Account Name Income Expense

Date Memo

02/23/21



Correcting an Adjusting Entry

If you make an error in your adjusting entry, from the main Reconciliation Screen, click on the General Journal Entry button...

Correcting an Adjusting Entry – Cont.

Bank Reconciliation - 12/2018

Bank Reconciliation

Checking Account: 4 BB&T Primary Checking -- 12/31/18, \$55,234

Balance Per Bank:
 Ending Date: 01/31/19
 Beginning: 55,234.33
 Ending: 53978.18

Deposits and Interest Earned

Date	Description	Amount
<input type="checkbox"/> 12/31/18	To correct AG duplicate entry 2/07	-83.00
<input type="checkbox"/> 01/09/19	01/05/19 offering deposit	1,022.77
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Checks Written and Bank Fees

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<input type="checkbox"/> 01/15/19	#-694	Staple's Office Supply	-10.69
<input type="checkbox"/> 01/15/19	#-695	Sams club	-21.68
<input type="checkbox"/> 01/17/19	#-696	Sams club	13.46

Balances

Bank Ending Balance	0.00
Cleared Ending Balance	55,234.33
Difference	-55,234.33

Add Entry

Deposits and Interest Earned
 Checks Written and Bank Fees

Acct. # Account Name Income Expense

Date Memo

02/23/21

Click General Journal Entry



Correcting an Adjusting Entry – Cont.

General Journal

General Journal Entry

OK Cancel

Date: 05/31/22 Memo:

Deposits and Interest Earned
 Checks Written and Bank Fees

Bank Account: 1 Checking + Income Expense
Balance: 37,045.51

Account(s) Running Total:

Account	Income	Expense
<input type="text"/>	<input type="text"/>	<input type="text"/>

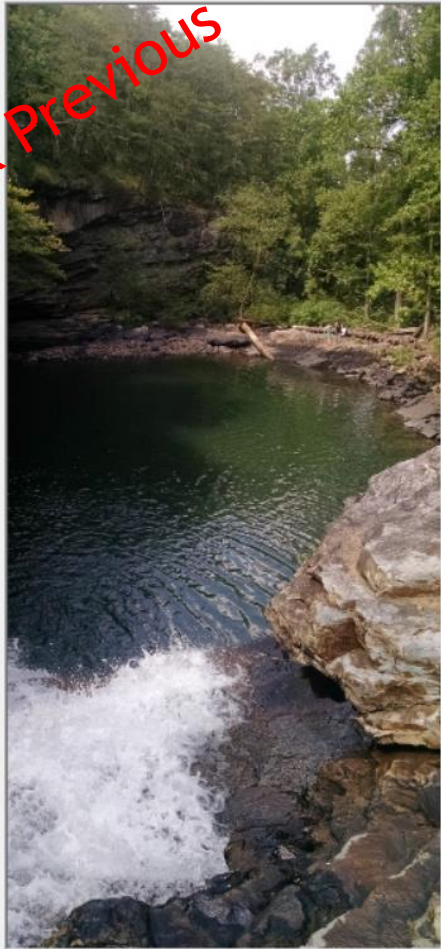
Cancel Edit

New Entry (F8)

Delete Entry

Previous

View Reports...



Click Previous

Correcting an Adjusting Entry – Cont.

General Journal

General Journal Entry

Click Edit Entry

OK Cancel

Edit Entry

New Entry (F8)

Delete Entry

Next

Previous

View Reports...

Date Memo

05/31/22 Reverse post error 5/31/21 AG report not imported.

Deposits and Interest Earned
 Checks Written and Bank Fees


Bank Account

Bank Account	Income	Expense
1 Checking		1,329.85

Balance 37,045.51

Account(s)

Account	Income	Expense
1036 Adventist Giving		1,329.85



Correcting an Adjusting Entry – Cont.

General Journal

General Journal Entry

Date: 05/31/22
Memo: Reverse post error 5/31/21 AG report not imported.

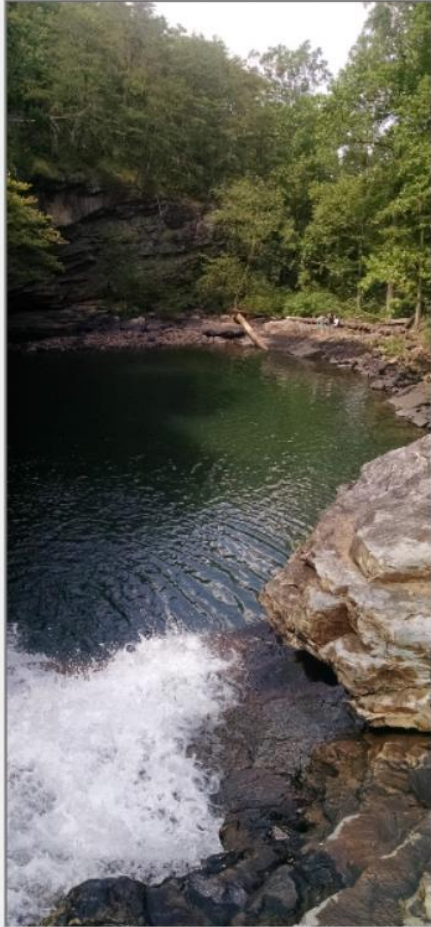
Deposits and Interest Earned
 Checks Written and Bank Fees

Bank Account: 1 Checking
Income:
Expense: 1,329.85
Balance: 37,045.51

Account(s)	Running Total	Income	Expense
1036 Adventist Giving	+		1,329.85

Buttons: Cancel Edit, New Entry (F8), Delete Entry, Next, Previous, View Reports...

OK Cancel



Make necessary changes here.
Click OK to save the changes.

Questions? Need more information?

- ▶ Please feel free to contact your auditor:
- ▶ Nancy Enriquez-Strassburg
 - ▶ Nancy.Enriquez@floridaconference.com
 - ▶ 321-378-6177
- ▶ Yolanda Acevedo
 - ▶ Yolanda.Acevedo@floridaconference.com
 - ▶ 813-716-0653
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 - ▶ Laverne.tavarez@floridaconference.com
 - ▶ 954-558-9863