

Reconciling a Bank Statement

Directions:

1. Your instructor will divide the class into groups of three or four.
2. Using the Internet, library or any other available resources, research steps of reconciling a bank statement.
3. Create a brochure to educate others on the process of reconciling a bank statement, including:
 - An example bank statement
 - The basic steps which should be followed to reconcile the bank statement such as:
 - comparing the amount of each deposit recorded by the bank to the amount recorded
 - contacting the bank if there is an error
 - properly storing the list of all reconciling items
4. Be sure the brochure can be used as a teaching tool to educate others on how to reconcile a bank statement.
5. Participate in a class discussion to share your findings with the class.