

February Finances

Your Leader team has been completing the bookkeeping records. Now you must complete the last few entries and reconcile the accounts and the bank statement.

1/02/14	Balance brought forward from the previous month is \$400.00 Receipt numbers start at 63
4/2/14	Shopping for Guides tomorrow night! Went to the local supermarket and bought some extra craft supplies and a fresh bottle of cordial and a nice watermelon for supper. Spent \$25 Cheque No 516
5/2/14	Guides tonight 15 guides paid \$5 each in subs (\$75) Ordered some badges from the Guide Shop – year stars, PL stripes, Thinking Day
5/2/14	Banked subs - \$75.00
11/2/14	Shopping for guides again – didn't realise we were out of coloured paper and textas. Got a few back to school bargains too that will keep us going for a while. Spent \$50 Cheque no 517
12/2/14	18 guides at guides tonight paid \$5 each (\$90) 4 guides paid for the World Thinking Day event (\$15 each) – Patna, Zoe, Cheryl, Sam Told the rest they had to pay next week or they won't be able to go. Ordered a new subs book for the Rosella patrol and a spare.
12/2/14	Banked subs and event money - \$150.00
19/2/14	16 girls at guides tonight paid \$5 each (\$80) 10 more guides paid for the World Thinking day event (\$15 each) – Mary, Amy, Mazzie, Emma, Nicole, Sophie, Tracey, Mandie, Annie & Katy
19/2/14	Posted the cheque to State Office for World Thinking Day event (\$210) Cheque 518 Received a donation from the Local Council 😊 (\$100)
19/2/14	Banked subs, event money and donation. Total of \$330.00
25/2/14	18 guides at guides tonight paid \$5 each (\$90) Told the guides about the donation from the Local Council and we will put it towards...
26/02/14	Banked subs - \$90.00
28/2/14	End of the month already! Got the Guide Shop Account and wrote the cheque (\$56.50) Cheque 519 Received Bank Statement 25 – we have a balance of \$762.50, but the last cheque (for the Guide Shop) hasn't been presented of course. We received \$2.50 in interest.

The above transactions have been entered into February's income and expenses tabs, and automatically transferred to the yearly income and expenses tabs ready for the end of year reconciliation.

Where money is not banked before the end of the month or does not make the statement close date, this amount is shown on the reconciliation as "Add money received but not banked"

How to do the End of Month Bank Reconciliation

1. Look at the bank statement for that month. Check the bank statement and the income and expenses sheet, marking off all transactions on both sheets. Write in any transactions that you have not already recorded. For example: record Interest earned on the income sheet and bank fees and charges on the expenses sheet.
2. Use the Monthly Adjustment section of the Expenses sheet. Write in the following from **your records**:
 - The balance brought forward from the previous month (written on the previous months as Balance to be carried forward)
 - The total of the income for the month from the income sheet (the figure at the bottom of Column D, which should also be the same as the figure at the bottom of Column O – providing you bank all the money you receive and don't spend the cash).
 - The total of your expenses for the month from the expenses sheet (the figure at the bottom of Column D, which should also be the same as the figure at the bottom of Column O)
3. Do the sums... start with balance brought forward, add income, deduct expenses. Write the answer as the Balance to be carried forward. This amount is the amount you have available to spend.
4. In the Bank Reconciliation column, write the bank statement number and the closing balance.
5. You may have received some money on the last days of the month and not banked it until the 1st of the following month. It will be recorded on the date you received the money. However, it won't appear on this month's bank statement, so this is recorded as Money received but not banked. (Next month, it will appear on the bank statement and be part of next month's reconciliation).
6. Towards the end of the month, you may have written some cheques or paid expenses that do not appear on your statement yet. These should be recorded in the list of Cheques not presented (even if they are electronic banking transactions) and the total of these written in the bank reconciliation column as Less cheques not presented. (next month these will appear on the bank statement and can be ticked off the list of unpresented cheques).
7. Do the sums. Start with the Balance from the bank statement, add the money received but not banked, deduct the cheques not presented. Write in the answer as the balance. This should be the same as the balance to be carried forward. This is the amount of money you have available to spend.
8. Now that the 'books balance', carry the balance forward to next month. Write the totals for the month (from both the income and expenses sheets) onto the corresponding yearly total sheet.