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5. Balance Sheet Account Reconciliation Responsibility Matrix

Activity	Preparer	Approver
Ensure all transactions from the G/L and subledger are entered	✓	
Identify balance sheet accounts to be reconciled and source documentation/system to reconcile against	✓	
Review the account balance from the general ledger with source documentation/system based on reconciliation type	✓	
Identify reconciling items	✓	
Approve reconciliation		✓
Provide the AVG for Finance & Controller a documented plan for resolution of all reconciling items >\$10,000 and aged greater than 90 days	✓	✓
Request additional support for reconciling items if necessary	✓	
Provide additional information/justification for reconciling items		
Determine if an adjusting entry is necessary. If yes, post adjusting entry to the the appropriate subledger or G/L as necessary.		
Add any addition comments to support the reconciliation, if necessary	✓	
Verify that G/L account balance and supporting documentation reconcile	✓	✓
Sign off/approve the account reconciliation	✓	✓

## Bank Reconciliation

Name of your club/society:

Bank Transactions (Examples only. Please clear examples and replace with record)

Date	Description	Cheque #	Debits
23/02/2010	Opening Balance		
03/03/2010	BBQ/Membership Deposit		
03/03/2010	Illawarra Smallgoods Cheque	000073	\$80.00
30/05/2010	CSD Funding		
27/06/2010	Event/Sponsor Deposit		

UC San Diego UCSD Balance Sheet Reconciliation

Preparer: \_\_\_\_\_ Reviewer: \_\_\_\_\_  
 Department: \_\_\_\_\_ Title: \_\_\_\_\_  
 Date: \_\_\_\_\_ Account: \_\_\_\_\_

TO: THE AVIARY ACCOUNTING (AVIARY)

01 General Ledger Balance	12/31/2010	\$	
02 Reconciling Item	12/31/2010	\$	
03 Reconciling Item	12/31/2010	\$	
04 Reconciling Item	12/31/2010	\$	
05 Reconciling Item	12/31/2010	\$	
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07 Reconciling Item	12/31/2010	\$	
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99 Reconciling Item	12/31/2010	\$	
100 Reconciling Item	12/31/2010	\$	

## Balance Sheet

### Assets

	YEAR	YEAR	YEAR	YEAR
<b>Current Assets</b>				
Cash and Cash Equivalents				
Marketable Securities				
Accounts Receivable				
Inventories				
Other Current Assets				
<b>Total Current Assets</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Non-Current Assets</b>				
Property, Plant, & Equipment				
Goodwill				
Intangible Assets				
Investments in Other Companies				
Financial Long-Term Assets				
<b>Total Non-Current Assets</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Assets</b>	\$0.00	\$0.00	\$0.00	\$0.00

### Liabilities

	2011	2010	2009	2008
<b>Current Liabilities</b>				
Accounts Payable				
Short-Term Debt				
Current Income Tax Due				
Notes Payable				
Other Current Liabilities				
<b>Total Current Liabilities</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Non-Current Liabilities</b>				
Long-Term Debt				
Deferred Income Tax Due				
Notes Payable				
Capital Leases Obligations				
Other Non-Current Liabilities				
<b>Total Non-Current Liabilities</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Liabilities</b>	\$0.00	\$0.00	\$0.00	\$0.00

### Shareholders Equity

Capital				
Minority Interest				
<b>Total Shareholders Equity</b>	\$0.00	\$0.00	\$0.00	\$0.00

### Liabilities and Shareholders Equity

Save your accounting teams hundreds of unnecessary hours spent on manual tasks. Auto-certify up to 80% of your accounts with Redwood's cloud-based finance automation solution. Auto-Certify For Smarter Reconciliation Automate reconciliation through rules-based auto-certification, with workflows and remediation for balance sheets that are irreconcilable. Eliminate Manual Preparation Reduce the work of manual preparers by 70% and focus on a top-down, risk-based approach to balance sheet certification. Get A Clearer View Of Reconciliation Progress Obtain a complete overview and greater visibility of progress across all reconciliations. Identify bottlenecks in any part of the process. Reconcile With Confidence Eliminate the risk of errors across your financial statements and build trust and ensure reconciliations are thorough, accurate and on time. 42% OF FINANCE PROFESSIONALS SAY THAT THEY SPEND TOO MUCH TIME ON MANAGEMENT REPORTING AND 32% SAY STATUTORY REPORTING TAKES TOO LONG Source: FSN Research

The Future of the Finance Function Redwood's finance automation solution allows all relevant month-end reconciliations and accounting records to be assembled in an intricate automated process that records the tasks. Deep integration with ERP and other systems of record also enables reconciliation journals to be automatically invoked for posting to underlying financial systems. Comprehensive automation, together with workflow integration, not only reduces unnecessary manual effort but accelerates the reconciliation process and delivers greater control. Orchestrate across ERPs, data warehouses, business applications and other automation tools like RPA, checks and advise on how to increase your ROI Redwood University: develop and extend your skills and experience Many of our reconciliation processes have been transformed, from tasks that have taken several hours to automated activities that now take only a few minutes. This is a significant savings for our company. Brian Thomsen, Director of Finance, Arla Foods The instruments of reconciliation of balance sheets allow users to automate and manage budget and budget reconciliation. Many finance automation platforms include the reconciliation of the integrated budget that can self-certify and also correct sheets with too many discrepancies. See what you can get with Redwood. Reconciliation of balance sheets is often automated using custom scripts, home-grown software or third-party applications such as account reconciliation software. The alternative to these point solutions is a financial automation platform that easily connects to ERP, CRM and any other business application in your company. This allows reliable data processing and more accurate financial reporting, eliminating errors and saving the time of the financial department. See what you can get with Redwood. Yes, Redwood Finance Automation is a cloud-native platform that can be used to automate complex finance and accounting processes that take time. Users can manage, not automate a notification with automated controls that eliminate human errors and work faultlessly every time. Our automated journal processing helps companies overcome the challenges of disparate systems, missing or incomplete supporting documentation and unreliable approval processes. Eliminate time-consuming manual efforts, increase confidence and gain control over your financial processes. Get a Demo Double-entry accounting is here to enhance the way you manage your books. Keep more detailed records of transactions to and from your business's account with ease. With the free Bank Reconciliation template from FreshBooks, you can reconcile your accounts in no time. Use the free bank reconciliation example to create helpful reports that state when a payment has left the sender's bank account and has arrived in yours. This way, there is no question as to when transactions have been initiated or completed. Simply download the template in XLS, DOC, PDF, Google Sheets or Google Docs to create the perfect Bank Reconciliation sheet for your business. Ready to create detailed accounting reports? Download your bank reconciliation template from FreshBooks to get started. Once you've downloaded your template, simply input your business name and information in the header. Then, get to work plugging in your numbers. Many business owners choose to create financial reports for set periods of time, for example, per month, quarter or year. Get started customizing your bank reconciliation template? Put your accounting on autopilot with the help of the FreshBooks cloud accounting software. Download As: When you send or receive money, there is often a lapse between the time it exits one account and enters the next. This is the case for payments in the form of both electronic transfers and checks. When this happens, the two accounts will have different time stamps for the transactions. Bank reconciliation is part double entry accountant. Record the money leaving one account and entering another. The purpose of this is to avoid confusion if there is always a need for the sender and the recipient to compare the transactions. FreshBooks for 6 years and I love as design, functionality and the platform has grown with me. iOS? You can take your accounting in motion. Access your Freshbooks accounting portal anywhere with WiFi. He collaborates with team members around the world. The accounting has never been so convenient. Start with your test without risk of 30 days? FreshBooks has been a lifesaver since I took the accounting of my company. LOVE! The double entry is the advanced accounting method that bank reconciliation falls under a is used to eliminate any discrepancy between books. The account reconciliation sheets are used to demonstrate when the money has left an account and inserted another. This accounting method is particularly useful when it comes to avoiding confusion and excommunication between you and your customers. For example, if your customer sends you money on Monday, their account reflects that the money was sent on Monday. However, banks typically take time to process payments so that money does not present itself in your account until Tuesday. It is important that this discrepancy is recorded. How can I use bank reconciliation? Decide which format it works best for you. Download the reconciliation model of FreshBooks accounts. Add your logo, your commercial name and other business information. Record the start and completion of the payments you have received. Take note of the start and completion of from your account. Continue reading and checking the report one last time to find errors or discrepancies. What is the purpose of a model of banking reconciliation? The purpose of a bank template is to create thorough, accurate and detailed bank reconciliation sheets. This type of report is used to draw the connection between the money being sent and received in every transaction. What information does a bank reconciliation statement include? Bank reconciliation statements layout when money has left one bank account and entered another during transactions during a given period. By accounting for this, you can avoid costly bookkeeping mistakes. What is the best file type to download a reconciliation template in? While you're free to download the simple bank reconciliation template in whichever format you choose, FreshBooks recommends using either Excel or Google Sheets. These spreadsheets are great when you're logging numerical data. They also help you keep everything organized. Why do I need the FreshBooks accounting when I have access to free accounting templates? 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