

**National Institute of Open Schooling**  
**Secondary Course: Accountancy**  
**Lesson 8: Bank Reconciliation Statement**  
**Worksheet-8**

1. You have recently opened a bank account. At the end of the month you have found that the balance shown by the pass book was different in comparison to your records. What will you do in this case?
2. Many times bank balance as shown by the bank passbook and the balance as shown by the cash book does not match. With reference to this statement, explain the various causes of differences between cash book and bank passbook.
3. From the following particulars prepare Bank Reconciliation statement as on 31st March, 2020:
  - i. Overdraft as per Cash Book 13,750
  - ii. Cheques of 15,000 were issued but were not presented for payment.
  - iii. Cheques of 23,000 were paid into the bank but were not credited till 31 March 2020.
  - iv. Bank charges 1,300.
4. From the following particulars of M/s Ankita Industries, prepare bank reconciliation statement as on July 31, 2020
  - (i) Bank balance as per cash book 57,000
  - (ii) Cheques deposited into the bank but not credited upto July 31, 2020 Rs.5, 500.
  - (iii) Cheques issued but not presented for payment 12,200.
  - (iv) Bank credited 5,800 for receiving the dividend through the Electronic Clearing System.
  - (v) Bank charges debited by Bank 600.
5. Mr. Nikhil wants to prepare the Bank Reconciliation statement. Suggest him the various steps that he needs to follow for the preparation of the Bank Reconciliation statement.
6. On Jan 1, 2019, Ritika had an overdraft of 20,000 as shown by the cash book. Cheques amounting to 7,000 had been paid by her but not collected by the bank till date. She issued cheques of 6,000 which were not presented to the bank for payment. There was a debit in his passbook of 1500 for interest and 200 for bank charges and a cheque of 4500 was paid into the bank but the same was debited twice in the cash book. Prepare Bank Reconciliation Statement.

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7. If you withdraw an excess amount from the bank account and the closing bank balance of a month is a debit balance. What does that mean?
8. Comparing Kapil's Cash Book with the Bank Statement of his account for the month of July, 2020 the following were noticed:
  - i. The Cash Book showed an overdraft of 55,000.
  - ii. A cheque for 12,500 drawn on his saving account has been shown as drawn on his Current Account.
  - iii. Cheques amounting to 60,000 drawn and entered in the Cash Book have not been presented.
  - iv. Cheques amounting to 45,700 sent to the bank for collection, which though entered in the Cash Book have not been credited by the bank.
  - v. Payment side of the Cash Book was by under cash 2,500.
9. Bank Reconciliation Statement is a statement, not an account. Justify the statement. Also, prepare the format of Bank Reconciliation Statement.
10. On July 31, 2020, the cash book of the M/s. Krishna enterprises shows the credit balance 10,800. Cheques amounting to 3,500 deposited into the bank but were not collected by the bank. Firm issued cheques of 3,000 which were not presented for payment. There was a debit in the pass book of 450 for interest and 650 for bank charges. Prepare Bank Reconciliation Statement.