

Bank Reconciliations



Objectives

- UAN Bank Reconciliation Utility
- Bank Reconciliation Report
- Common Reconciling Items
- Unclaimed Monies
- Resolving Reconciling Items
- What to watch for
- Importance of Reconciling



Bank Reconciliation Utility

- Getting Started
 - What to have
- Adding a bank reconciliation
- Bank reconciliation steps:
 - Bank Balances
 - Primary Receipts
 - Primary Payments
 - Primary Miscellaneous
 - Secondaries & Investments
 - Balance Comparisons
 - Other Adjusting Factors
 - Reconciliation & Post

Bank Balances

Add Bank Reconciliation

As of: 02/28/2011

✓ = Reconciled ✗ = Not Reconciled

Bank Statements

Enter ending balances below for ALL checking accounts and investments from the corresponding bank statements for the selected "As of" date. For any accounts that did not produce a statement for this date, use the ending balance and posted transaction list from the previous statement.

Type	Name	Number	Description	Bank Balance
Checking	PRIMARY	944678964841	Primary Checking Account	271,920.00
Checking	GRANT	8579846112348	Grant Account	\$0.00
Checking	Grant Acct	3124	Grant Account	\$10,000.00
Investment	CAPPROJ	CA-1236456-FK	Sewer Replacement Investment	\$0.00
Investment	CD4951	65498765	UAN Bequest CD	\$5,010.00
Investment	HAYES	16-11-1	Hayes Bequest Fund	\$9,000.00
Investment	MONEYMKT1	9876AB	Money Market Account	\$0.00
Investment	MoneyMkt2	8675309	Money Market Account	\$5,000.00
Investment	STAROHIO	6547987BUCK	StarOhio Investment	\$10,000.00

Other Adjusting Factors

✗ Reconciliation & Post

Current bank balance: ₡310,930.00

Save Close

Primary Receipts

Edit Bank Reconciliation

As of: 02/28/2011

= Reconciled
 = Not Reconciled

Bank Statements

Primary - Receipts

Primary - Payments

Primary - Miscellaneous

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors

Reconciliation & Post

Checkmark the transactions below that are listed (cleared) on the primary checking account bank statement for the selected "As of" date. Prior year items can be marked "Void" here if fund balance adjustments have been posted for them in the Fund Balance Adjustment Utility.

<input type="checkbox"/>	Type	Ticket #	Receipt #	Deposit Date	Post Date	Source	Amount	Void
<input type="checkbox"/>	Standard		2-2010	12/01/2010	12/01/2010	Dick Dastardly	\$200.00	<input type="checkbox"/>
<input type="checkbox"/>	Interest		2-2011	02/07/2011	02/07/2011	STAROHIO	\$100.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Memo		5-2011	02/08/2011	02/08/2011	County Auditor	\$89,200.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Inv Transfer			04/11/2011	02/15/2011	CLOSE INVESTMENT: CA...	\$200,000.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Inv Transfer			04/11/2011	02/16/2011	CLOSE INVESTMENT: MO...	\$5,000.00	<input type="checkbox"/>
<input type="checkbox"/>	Standard		1-2011	02/25/2011	02/25/2011	Parks Department	\$150.00	<input type="checkbox"/>
<input type="checkbox"/>	Standard		6-2011	02/25/2011	02/25/2011	State of Ohio	\$20,000.00	<input type="checkbox"/>
<input type="checkbox"/>	Standard	2101	3-2011	02/08/2011	02/08/2011	Emmitt Smith	\$10,000.00	<input type="checkbox"/>

Cleared: 3 Cleared receipts: \$294,200.00 Deposits in transit: \$30,450.00

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Save Close

Primary Disbursements

Edit Bank Reconciliation

As of: 02/28/2011

= Reconciled
 = Not Reconciled

Checkmark the transactions below that are listed (cleared) on the primary checking account bank statement for the selected "As of" date. Prior year items can be marked "Void" here if fund balance adjustments have been posted for them in the Fund Balance Adjustment Utility.

<input type="checkbox"/>	Type	Payment #	Post Date	Vendor / Payee	Amount	Void
<input checked="" type="checkbox"/>	Chk Transfer		02/15/2011	Transfer-PRIMARY to Grant Acct	\$10,000.00	
<input checked="" type="checkbox"/>	Inv Transfer		02/16/2011	Roll Over Investment MONEYMKT1 To MoneyMkt2	\$5,000.00	
<input checked="" type="checkbox"/>	Inv Transfer		02/25/2011	Transfer To Investment HAYES Fund 4952	\$9,000.00	
<input checked="" type="checkbox"/>	Void Electronic	1-2011	02/03/2011	The Company	\$450.00	2/3/2011
<input type="checkbox"/>	Electronic	3-2011	02/04/2011	The Company	\$400.00	
<input type="checkbox"/>	Warrant	10001	12/01/2010	Buy A lot Stores	\$20.00	<input type="checkbox"/>
<input type="checkbox"/>	Manual	10004	02/18/2011	The Sewer Guys	\$250,000.00	
<input type="checkbox"/>	Manual	10005	02/22/2011	Garden Store	\$100.00	
<input type="checkbox"/>	Manual	10006	02/25/2011	Buy A lot Stores	\$925.00	
<input type="checkbox"/>	Warrant	10007	02/28/2011	John Q. Public	\$50.00	

Cleared:
 Cleared payments:
 Outstanding payments:

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Primary Miscellaneous

Edit Bank Reconciliation

As of: 02/28/2011

✓ = Reconciled ✗ = Not Reconciled

Checkmark the transactions below to clear against the primary checking account for the selected "As of" date.
All items below must be cleared on or before the year-end bank reconciliation.

<input type="checkbox"/>	Type	Item #	Post Date	Source / Vendor / Payee	Amount
<input type="checkbox"/>	Fund Bal Adj		02/24/2011		\$250.00
<input type="checkbox"/>	Fund Bal Adj	2-2010	02/24/2011	Dick Dastardly	-\$200.00
<input type="checkbox"/>	Fund Bal Adj	10001	02/24/2011	Buy A lot Stores	\$20.00

Cleared: 0 Cleared miscellaneous: \$.00 Outstanding miscellaneous: \$ 70.00

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Save Close

Primary Miscellaneous

- Fund Balance Adjustments
- Receipt Adjustments
- Payment Adjustments

Secondaries and Investments

Edit Bank Reconciliation

As of: 02/28/2011

✓ = Reconciled ✗ = Not Reconciled

Checkmark the transactions below that are listed (cleared) on the secondary and investment bank statements for the selected "As of" date. Prior year items can be marked "Void" here if fund balance adjustments have been posted for them in the Fund Balance Adjustment Utility.

<input type="checkbox"/>	Account	Type	Item #	Post Date	Source / Vendor / Payee	Amount	Void
<input checked="" type="checkbox"/>	Grant Acct	Chk Transfer		02/15/2011	Transfer-PRIMARY to Grant Acct	\$10,000.00	
<input checked="" type="checkbox"/>	CAPPROJ	Inv Transfer		02/15/2011	CLOSE INVESTMENT: CAPPROJ F...	\$200,000.00	
<input type="checkbox"/>	CD4951	Interest	4-2011	02/04/2011	CD4951	\$10.00	
<input checked="" type="checkbox"/>	HAYES	Inv Transfer		02/25/2011	Transfer To Investment HAYES Fun...	\$9,000.00	
<input checked="" type="checkbox"/>	MONEYMKT1	Inv Transfer		02/16/2011	CLOSE INVESTMENT: MONEYMK...	\$5,000.00	
<input checked="" type="checkbox"/>	MoneyMkt2	Inv Transfer		02/16/2011	Roll Over Investment MONEYMKT...	\$5,000.00	

Deposits in transit: \$10.00 Outstanding payments: \$.00 Outstanding misc: \$.00

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Balance Comparisons

Edit Bank Reconciliation

As of: 02/28/2011

✔ = Reconciled ✘ = Not Reconciled

Compare the UAN calculated account balances below to the account balances from your bank statements to locate discrepancies (if any). Some of the individual balances below may not reconcile if Other Adjusting Factors exist, as OAFs are not applied to particular accounts.

Type	Name	Number	Prior Bank Balance	Calculated Bank Balance	Entered Bank Balance
Checking	PRIMARY	944678964841	\$211,620.00	\$261,670.00	\$271,920.00
Checking	GRANT	8579846112348	\$10,000.00	\$10,000.00	\$0.00
Checking	Grant Acct	3124	\$0.00	\$10,000.00	\$10,000.00
Investment	CAPPROJ	CA-1236456-PK	\$200,000.00	\$0.00	\$0.00
Investment	CD4951	65498765	\$5,000.00	\$5,000.00	\$5,010.00
Investment	HAYES	16-11-1	\$0.00	\$9,000.00	\$9,000.00
Investment	MONEYMKT1	9876AB	\$5,000.00	\$0.00	\$0.00
Investment	MoneyMkt2	8675309	\$0.00	\$5,000.00	\$5,000.00
Investment	STAROHIO	6547987BUCK	\$10,000.00	\$10,000.00	\$10,000.00

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Save Close

Other Adjusting Factors

Add Bank Reconciliation [Window Title Bar]

As of: 03/31/2011 [Dropdown]

✓ = Reconciled ✗ = Not Reconciled

Bank Statements

Primary - Receipts

Primary - Payments

Primary - Miscellaneous

Secondaries & Investments

Balance Comparisons

Other Adjusting Factors (highlighted)

✗ Reconciliation & Post

Other Adjusting Factors entered below will be used for reconciliation calculations only. They will not correct inaccurate account balances in UAN. Any bookkeeping issues that have created OAFs for this bank reconciliation should be resolved before posting the next bank reconciliation.

UAN Balance Adjustments

		Notes:
Receipts not in UAN:	\$.00	
Total of receipts cleared at the bank but not yet posted in UAN		
Payments not in UAN:	\$.00	
Total of payments cleared at the bank but not yet posted in UAN		

Bank Balance Adjustments

		Notes:
Deflating bank errors:	\$.00	
Total discrepancy of under-posted receipts and over-posted payments		
Inflating bank errors:	\$.00	
Total discrepancy of over-posted receipts and under-posted payments		
Pre-conversion payments:	\$.00	
Total of outstanding payments issued prior to joining UAN		

Save Close

Other Adjusting Factors

UAN Balance Adjustments

- Receipts not in UAN
- Payments not in UAN

Bank Balance Adjustments

- Deflating Bank Errors
- Inflating Bank Errors
- Pre-conversion Payments

Unknown Variance

NOT A RECONCILING ITEM!!

Reconciliation and Post



Edit Bank Reconciliation

As of: 02/28/2011

✓ = Reconciled ✗ = Not Reconciled

Bank Balance		UAN Balance	
Current bank balance:	\$ 310,930.00	Prior UAN balance:	\$ 441,800.00
Deposits in transit:	+ \$.00	Receipts:	+ \$ 348,460.00
Outstanding payments:	- \$ 1,075.00	Payments:	- \$ 480,475.00
Outstanding miscellaneous:	+ \$.00	Miscellaneous:	+ \$ 70.00
• Deflating bank errors:	+ \$.00	Current UAN balance:	\$ 309,855.00
• Inflating bank errors:	- \$.00	• Receipts not in UAN:	+ \$.00
• Pre-conversion payments:	- \$.00	• Payments not in UAN:	- \$.00
Adjusted bank balance:		Adjusted UAN balance:	
\$ 309,855.00		\$ 309,855.00	

Reconciliation

Adjusted bank balance:	\$ 309,855.00
Adjusted UAN balance:	- \$ 309,855.00
Difference:	\$.00

Balances are reconciled

Post/Print

• Bulleted items are Other Adjusting Factors used for reconciliation calculations only. They will not correct inaccurate account balances in UAN.

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Bank Reconciliation Report



Common Reconciling Items

- Unrecorded Transactions
 - Electronic deposits
 - ACH payments
 - Healthcare Savings Account (HSA) program withdrawals
 - Bank/Investment Interest
- Rounding errors
 - Interest
 - OPERS/OP&F
- Posting at gross / clearing bank at net
- Bank clears check at different amount
- Payments booked twice



Clearing checks before the
checks actually clear the bank

Deposit in Transit - Interest Receipts



Reconciling Items

Should be resolved timely!

Document

Document

Document





Unclaimed monies

- Review outstanding checks monthly
 - If checks are 6 months or older, consider calling recipients to check on status
- Stale dated outstanding checks
- Posting receipt / clearing receipt in bank reconciliation
- Clearing outstanding check in bank reconciliation

Other helpful reports



Receipt Listing



Receipt Detail



Payment Listing



Payment Register Detail



Cash Journal

Watch for...

- Double check all electronic bank transactions have been posted
 - Electronic Receipts
 - Investment/Interest Revenue
 - ACH Payments
 - Bank Charges
- Voided checks need to be marked as such in UAN
- NSF receipts returned should be recorded to offset the original receipt
- Deposits in transit and outstanding ACH payments
 - These should not be outstanding for more than a month
- Pass-through payments booked / clear both sides (i.e. OPWC)

What is this deposit from the State??

- <https://remitlookup.obm.ohio.gov/>
- With vendor information, can look up ACH receipts from the State on the link above

Agency ID	Voucher	Payment Date	Amount	Invoice Number	Payment ID	PMT METH	Payment Message
DNR01	01023947	Jul 30 2025	\$39.76	0238-07152025	0013893092	EFT	Account 0238
DNR01	01022464	Jul 22 2025	\$39.04	0238-06152025	0013860225	EFT	Account 0238
TAX06	00908260	Jul 15 2025	\$2,793.96	D-GASMUN-R11153023	0013828432	EFT	GASOLINE EXCISE TAX DISTRIBUTION - MUNICIPALITY:
TAX06	00905979	Jun 13 2025	\$3,023.34	D-GASMUN-R11032274	0013706974	EFT	GASOLINE EXCISE TAX DISTRIBUTION - MUNICIPALITY:

EFT Remit Lookup

REMIT LOOKUP OBM HOME

OBM's OAKS EFT Remittance Lookup

Vendor Information

Vendor ID: *

Key #: *

Email ID: *

Search Filters

Date Range: mm/dd/yyyy to mm/dd/yyyy

Remitting Agency: [Choose Agency](#)

- OR -

Amount: to

Invoice:

Voucher:

PaymentID:

Why is the County giving me money?

- Request a distribution list from the County
- Here is a sample report showing property taxes, local government monies, permissive taxes, etc.

County of
Payment Register
From Payment Date: 1/1/2021 - To Payment Date: 12/31/2023

Number	Date	Status	Void Reason	Reconciled/ Voided Date	Source	Payee Name	Amount
KEYCHECKG - Key Checking - 4255 Checks							
Check							
691298	01/25/2022	Reconciled		02/16/2022	Accounts Payable	TOWNSHIP	
	Invoice		Date	Description			Amount
	12/6/2021		01/25/2022	2021 SWD Community Grant			\$701.00
	Paying Fund			Cash Account			Amount
	2015 - Solid Waste Planning			2015-101.9999 (Cash Equity in Treasury)			\$701.00
712532	02/14/2023	Reconciled		03/01/2023	Accounts Payable	TOWNSHIP	
	Invoice		Date	Description			Amount
	2022 LODGING TAX		02/14/2023	2022 LODGING TAX			\$1.79
	Paying Fund			Cash Account			Amount
	8025 - Lodging/Bed Tax			8025-101.9999 (Cash Equity in Treasury)			\$1.79
Type Check Totals:				2 Transactions			
EFT							
254055	01/15/2021	Reconciled		01/19/2021	Accounts Payable	TOWNSHIP	
	Invoice		Date	Description			Amount
	E10478		01/15/2021	JAN 2021 LOC GOV 316.30 HB64 471.81			\$788.11
	Paying Fund			Cash Account			Amount
	8006 - Undivided Local Government			8006-101.9999 (Cash Equity in Treasury)			\$788.11
255007	01/27/2021	Reconciled		01/28/2021	Accounts Payable	TOWNSHIP	
	Invoice		Date	Description			Amount
	E10480		01/27/2021	TWP GAS TAX JAN 2021			\$10,533.71
	Paying Fund			Cash Account			Amount
	8005 - Township Gas Tax			8005-101.9999 (Cash Equity in Treasury)			\$10,533.71
255044	01/27/2021	Reconciled		01/28/2021	Accounts Payable	TOWNSHIP	
	Invoice		Date	Description			Amount
	DEC 2020		01/27/2021	AUTO LIC 419.94 PERM 624.68			\$1,044.62
	Paying Fund			Cash Account			Amount
	8003 - Auto License			8003-101.9999 (Cash Equity in Treasury)			\$1,044.62
256925	02/18/2021	Reconciled		02/19/2021	Accounts Payable	TOWNSHIP	
	Invoice		Date	Description			Amount
	E10488		02/18/2021	FEB 2021 LOC GOVT 364.61 HB64 471.81			\$836.42
	Paying Fund			Cash Account			Amount
	8006 - Undivided Local Government			8006-101.9999 (Cash Equity in Treasury)			\$836.42
256964	02/22/2021	Reconciled		02/23/2021	Accounts Payable	TOWNSHIP	
	Invoice		Date	Description			Amount
	E10489		02/22/2021	FEB 2021 TWP GAS TAX			\$11,237.68
	Paying Fund			Cash Account			Amount
	8005 - Township Gas Tax			8005-101.9999 (Cash Equity in Treasury)			\$11,237.68
257001	02/23/2021	Reconciled		02/24/2021	Accounts Payable	TOWNSHIP	
	Invoice		Date	Description			Amount
	E10490		02/23/2021	JAN2021 AUTO 457.20 PERM 772.00			\$1,229.20
	Paying Fund			Cash Account			Amount
	8003 - Auto License			8003-101.9999 (Cash Equity in Treasury)			\$1,229.20
257967	03/08/2021	Reconciled		03/09/2021	Accounts Payable	TOWNSHIP	
	Invoice		Date	Description			Amount
	E10493		03/08/2021	RP2020-1ST HALF SETTLE			\$62,947.70

Importance of reconciling



MAKING MANAGEMENT
DECISIONS



BEING AUDITABLE



FISCAL DISTRESS

Ohio Revised Code 118

Guidelines for when counties, cities, villages and townships are in fiscal distress

- Addresses:
 - Fiscal Caution
 - Fiscal Watch and
 - Fiscal Emergency



ORC 118 – Fiscal Caution



- Initiated – AOS
- Conditions:
 - ✗ Unauditable financial records
 - ✗ Significant deficiencies, weaknesses or non-compliance
 - ✗ General fund deficit $>2\%$ of general fund revenue
 - ✗ General fund carryover balance = *or* $<$ one month expenditures
 - ✗ Not reconciled for three months and not corrected within one month written notification

ORC 118 – Fiscal Watch

Initiated by: Mayor, Presiding Officer of Council, Board of County Commissioners, Board of Township Trustees, or AOS

- Conditions (1/12):
 - Delinquent Accounts Payables
 - Deficit Fund Balances
 - Treasury Deficiency
 - Forecast



ORC 118 – Fiscal Emergency

Initiated by: Governor, County Budget Commission, Mayor, Presiding Officer of Council, Board of County Commissioners, Board of Township Trustees, or AOS

- Conditions:
 - Default on Debt for more than 30 days
 - Failure to make Payroll for more than 30 days
 - Increase in Minimum Levy
 - Delinquent Accounts Payables (exceeds 1/6)
 - Deficit Fund Balances (exceeds 1/6)
 - Treasury Deficiency (exceeds 1/6)





Local Government Services
1-800-345-2519
ContactLGS@ohioauditor.gov