

EXAM-DAY · 90-MIN REVISION CARD

## Bank Reconciliation Statement

Print this · Fold it · Carry to the exam-hall gate · Revise once · Then walk in.

### FORMULAS & KEY RESULTS

Balance as per Pass Book =  
Balance as per Cash Book +  
(cheques issued not presented  
+ interest credited + direct  
deposits) – (cheques deposited  
not collected + bank charges +  
standing instructions +  
dishonoured cheques)

BRS from Cash Book Dr.  
balance: ADD items that bank  
has already credited but cash  
book hasn't recorded yet

BRS from Cash Book Cr.  
balance: SUBTRACT items that  
bank has already debited but  
cash book hasn't recorded yet

BRS from Cash Book Cr.  
balance (Overdraft): REVERSE  
all signs — Add becomes  
Subtract and vice versa

Pass book debit = bank owes  
you less = overdraft to firm

Pass book credit = bank owes  
you more = favourable to firm

Always cross-check: Plus  
column total – Minus column  
total = closing balance with  
correct Dr./Cr. tag

### TOP 5 PYQ PATTERNS

#### 1 Prepare BRS from favourable cash book balance with 6-8 items

6 marks · 70% of years  
Sort items into Plus (bank-credited surplus) and  
Minus (bank-debited deficit) BEFORE touching the  
format.

#### 2 Prepare BRS from overdraft balance

8 marks · 55% of years  
Write 'REVERSE SIGNS' at top. Treat every item  
opposite to favourable rule.

#### 3 State and explain four causes of difference

4 marks · 45% of years  
Group as Timing / Bank-only entries / Errors —  
name three at minimum.

#### 4 Importance of preparing BRS

3 marks · 30% of years  
Four points: error detection, fraud prevention, audit  
trail, accuracy of bank balance.

#### 5 Adjusted cash book then BRS (combined)

8 marks · 20% of years  
First update cash book for bank-only entries; THEN  
prepare BRS for timing items only.

### 90-MIN REVISION FLOW

#### 0-15 min

Re-read the 7 causes of difference  
+ memorise direction (Plus/Minus  
from cash book Dr.)

#### 15-35 min

Solve 1 favourable-balance BRS  
from textbook (6 marks)

#### 35-55 min

Solve 1 overdraft BRS from  
textbook (8 marks) — verify sign  
reversal

#### 55-75 min

Attempt cheat-sheet without notes;  
redraw the Plus/Minus T-table from  
memory

#### 75-90 min

Quick-test 10 MCQs + read the 5  
misconceptions block

**Confidence, not anxiety.** You've practised this all year. Trust your steps. Don't change strategy on exam morning.  
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