

<b>Cash Book-Asset</b>	A journal maintained by organization to record its cash and bank receipts and payments.
<b>Pass Book-Liability</b>	A journal maintained by bank for recording all the transactions relating to the account i.e. Deposit ,withdrawal etc
<b>Bank Statement</b>	A copy of pass book sent by bank periodically to the account holder.
<b>Bank Reconciliation Statement</b>	A statement prepared by organization to eliminate the differences between balance as per cash book and balance as per bank statement.

## Cash book:

Increase= Debit/Increase(CB+)

Decrease= Credit/Decrease(CB-)

## Bank Statement:

Increase:Credit/Increase((BS+)

Decrease=Debit/Decrease(BS-)

## Differences:

### 1) Unrecorded by Bank

Uncredited/Uncleared/Undeposited Cheque or Deposit in Transit (BS+)

Outstanding/Unpaid/Unpresented/Undebited Cheque (BS-)

### 2) Error by Bank (BS+ / BS-)

### 3) Unrecorded by Entity:

Direct deposit by customer (CB+)

Utilities paid by bank (CB-)

Note/donation/commission/zakat/Insurance etc paid by bank (CB-)

Note/rent/commission/dividend collected by bank (CB+)

Collection charges/service charges deducted by bank (CB-)

Dishonored Cheque (CB-)

Interest debited by bank (CB-)

Interest credited by bank (CB+)

### 4) Error by Entity (CB+/CB-)