
Balance Sheet Reconciliation and Ledger Integrity Training Course for Accountants

24 – 28 May 2027
Tokyo





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Programme Summary

Balance sheet reconciliation is the subject of this one-week training course for finance managers, chief accountants and ledger owners, ending in an audit-ready reconciliation file for one set of accounts. Unexplained balances, ageing suspense items and thin supporting evidence slow every close and invite auditor queries. The programme builds a disciplined method for reconciling, evidencing and reviewing balances, applied to accounts the participant brings. Mars Training Centre UK delivers this programme on balance sheet reconciliation to mixed-organisation cohorts.

The Business Case

Reliable balance sheet reconciliation tells leadership that reported balances are real, supported and reviewed. Where reconciliations are late or unevidenced, errors carry forward, fraud indicators hide inside suspense accounts and external auditors widen their testing. Teams that reconcile on a fixed cycle and keep evidence beside each balance give the board numbers it can rely on.

- Close Cycle Time: Falls as standard reconciliation routines replace late manual clearing.
- Audit Queries: Fall as every balance carries supporting evidence and a reviewer sign-off.
- Unexplained Differences: Fall as reconciling items are aged, owned and cleared.

Principles and Evidence Base

- ISA 500: Its requirements on audit evidence shape the supporting documentation built in Sessions 2 and 4.
- ISA 505: Its guidance on external confirmations informs the third-party balance checks in Session 3.
- COSO Internal Control Framework: Its control activity and monitoring components frame the review routines in Session 4.

Intended Participants

- Finance managers who own the month-end and year-end close.
- Chief accountants who sign off ledger balances.
- Senior accountants who prepare bank, control account and accrual reconciliations.
- Internal control leads who test reconciliation routines.
- Heads of function who rely on reported balances for decisions.

Typical sectors include banking, energy, healthcare and public bodies.



Learning Outcomes

1. Participants will be able to construct a reconciliation schedule that covers every balance sheet account by risk and frequency.
2. Participants will be able to diagnose the causes of unexplained differences and ageing reconciling items.
3. Participants will be able to evaluate the quality of supporting evidence for a balance against audit evidence requirements.
4. Participants will be able to design review and sign-off controls for reconciliations.
5. Participants will be able to prioritise suspense and clearing accounts for investigation.
6. Participants will be able to justify a reconciliation file to auditors and senior management.

Programme Structure

Day 1: Balance Sheet Reconciliation Foundations

Which balances need reconciling, how often, and by whom?

- Account Risk Ranking
- Reconciliation Schedule
- Ledger and Subledger Mapping
- Preparer and Reviewer Roles
- Reconciliation Template Standard

Day 2: Cash, Receivables and Payables

Do bank, customer and supplier balances agree to independent records?

- Bank Reconciliation Method
- Control Account Agreement
- Statement Matching Test
- Cut-Off Review
- Evidence Pack Index

Day 3: Accruals, Suspense and Third-Party Balances

Where do unexplained items sit, and how are they cleared?

- Suspense Account Analysis
- Reconciling Item Ageing
- Accrual Support Test
- Confirmation Request Log
- Intercompany Balance Matching



Day 4: Review Controls and Audit Evidence

Would a reviewer or auditor accept this file without further questions?

- Sign-Off Control Design
- Evidence Sufficiency Checklist
- Sampling of Reconciled Items
- Exception Escalation Rules
- Reconciliation Quality Scorecard

Day 5: Applying the Tools to One Set of Accounts

Do the schedule, tests and controls produce one complete audit-ready file?

- Applying the Session 1 Reconciliation Schedule
- Using the Session 2 Statement Matching Test
- Running the Session 3 Reconciling Item Ageing
- Checking the Session 4 Quality Scorecard
- Completing the Reconciliation File

Methodology

The programme uses a structured exercise method built on anonymised bank statements, ledger extracts, suspense listings and draft reconciliations from banking, energy and public settings. Participants work in finance teams on a shared case, review each other's reconciliations and receive written facilitator feedback on each exercise set.

- Suggested activity: Clearing a suspense listing by age and owner.
- Suggested activity: Reviewing a draft bank reconciliation for missing evidence.
- Suggested activity: Scoring three reconciliations against a quality scorecard.

Capstone Output

Each participant completes a reconciliation file for one set of accounts. It holds a reconciliation schedule, completed reconciliations, an aged list of reconciling items, an evidence index and a reviewer sign-off record. The file is used at work to brief the finance director, answer auditor requests and set the routine for the next close.

Frequently Asked Questions

Is balance sheet reconciliation suitable for accountants without audit experience?

Yes. Balance sheet reconciliation starts from basic ledger and statement matching and builds review skills step by step on sample files, so no audit background is needed.



Which standards does balance sheet reconciliation draw on?

Balance sheet reconciliation draws on ISA 500 for audit evidence, ISA 505 for external confirmations and the COSO Internal Control Framework for review controls.

How is the file from balance sheet reconciliation used at work?

You use the file to brief the finance director, answer auditor requests and set the routine for the next close.

How does balance sheet reconciliation differ from general bookkeeping?

Balance sheet reconciliation tests and evidences existing balances and reviewers' sign-off, while general bookkeeping records day-to-day transactions in the ledger.