

DIRECTIONS: This worksheet has the forms you will need to answer the questions in this Unit.

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#1

Withdrawal Slip	
Date:	Bank of Kelowna, 4321 First Avenue, Kelowna, BC V1X 2X2
Received from Bank of Kelowna:	/100 Dollars \$
Account Number:	Signature:

#2

Deposit Slip		Personal Account	
Date:	Cheques		Cash
Account #:			X5
Name:			X10
Initials			X20
Depositor:	Teller:		X50
Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2			X100
			Total Coin
			Total Cheques
Signature for cash received:			Subtotal
			Cash Withdrawal
			DEPOSIT TOTAL

#3

Deposit Slip		Personal Account			
Date:		Cheques		Cash	
Account #:				X5	
Name:				X10	
Initials				X20	
Depositor:	Teller:			X50	
Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2				X100	
				Total Coin	
				Total Cheques	
		Signature for cash received:			
				Cash Withdrawal	
				DEPOSIT TOTAL	

#4

Deposit Slip		Personal Account			
Date:		Cheques		Cash	
Account #:				X5	
Name:				X10	
Initials				X20	
Depositor:	Teller:			X50	
Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2				X100	
				Total Coin	
				Total Cheques	
		Signature for cash received:			
				Cash Withdrawal	
				DEPOSIT TOTAL	

#5

Deposit Slip		Personal Account	
Date:	Cheques		Cash
Account #:			X5
Name:			X10
Initials			X20
Depositor:	Teller:		X50
Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2			X100
			Total Coin
			Total Cheques
			Subtotal
Signature for cash received:		Cash Withdrawal	
		DEPOSIT TOTAL	

#6

Deposit Slip		Personal Account	
Date:	Cheques		Cash
Account #:			X5
Name:			X10
Initials			X20
Depositor:	Teller:		X50
Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2			X100
			Total Coin
			Total Cheques
			Subtotal
Signature for cash received:		Cash Withdrawal	
		DEPOSIT TOTAL	

#7

John Graham 1234 Main Street Kelowna, BC V1X 1X1 (250) 555-1212	Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2	Cheque # _____ 20 \$ _____
Pay to the Order Of: _____		_____ /100 Dollars
26713 1984 4567		_____

John Graham 1234 Main Street Kelowna, BC V1X 1X1 (250) 555-1212	Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2	Cheque # _____ 20 \$ _____
Pay to the Order Of: _____		_____ /100 Dollars
26713 1984 4567		_____

John Graham 1234 Main Street Kelowna, BC V1X 1X1 (250) 555-1212	Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2	Cheque # _____ 20 \$ _____
Pay to the Order Of: _____		_____ /100 Dollars
26713 1984 4567		_____

#8

J. Doe 1234 Main Street Kelowna, BC V1X 1X1 (250) 555-1212	Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2	Cheque # _____ 20 \$ _____
Pay to the Order Of: _____		_____ /100 Dollars
26713 1984 32248		_____

J. Doe 1234 Main Street Kelowna, BC V1X 1X1 (250) 555-1212	Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2	Cheque # _____ 20 \$ _____
Pay to the Order Of: _____		_____ /100 Dollars
26713 1984 32248		_____

J. Doe 1234 Main Street Kelowna, BC V1X 1X1 (250) 555-1212	Bank of Kelowna 4321 First Avenue Kelowna, BC V1X 2X2	Cheque # _____ 20 \$ _____
Pay to the Order Of: _____		_____ /100 Dollars
26713 1984 32248		_____

Transaction Record									
Cheque #	Date	Description	Payment/Debit		Deposit/Credit		✓	Balance	

#5

Transaction Record									
Cheque #	Date	Description	Payment/Debit		Deposit/Credit		✓	Balance	

#6

Transaction Record									
Cheque #	Date	Description	Payment/Debit		Deposit/Credit		✓	Balance	

#7

Transaction Record									
Cheque #	Date	Description	Payment/Debit		Deposit/Credit		✓	Balance	

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#1 Write the error or omission from the transaction record in the textbook in the space below.

#2 Write the error or omission from the transaction record in the textbook in the space below.

#3

Reconciliation Statement				
Bank Statement			Transaction Record	
Final Balance on Statement			Final Balance on Trans. Rec.	
Add			Subtract	
Deposits made after			Withdrawals/cheques not	
statement date			shown in Transaction Record	
	Subtotal			Subtotal
Subtract				
Withdrawals made				
after statement date				
	FINAL BALANCE	*		FINAL BALANCE
				*
*If final balances are equal, then account is reconciled.				

#6

Reconciliation Statement				
Bank Statement			Transaction Record	
Final Balance on Statement			Final Balance on Trans. Rec.	
Add			Subtract	
Deposits made after			Withdrawals/cheques not	
statement date			shown in Transaction Record	
	Subtotal			Subtotal
Subtract				
Withdrawals made				
after statement date				
	FINAL BALANCE	*		FINAL BALANCE
				*

*If final balances are equal, then account is reconciled.

#7

Reconciliation Statement				
Bank Statement			Transaction Record	
Final Balance on Statement			Final Balance on Trans. Rec.	
Add			Subtract	
Deposits made after			Withdrawals/cheques not	
statement date			shown in Transaction Record	
	Subtotal			Subtotal
Subtract				
Withdrawals made				
after statement date				
	FINAL BALANCE	*		FINAL BALANCE
				*

*If final balances are equal, then account is reconciled.

#8

Reconciliation Statement				
Bank Statement			Transaction Record	
Final Balance on Statement			Final Balance on Trans. Rec.	
Add			Subtract	
Deposits made after			Withdrawals/cheques not	
statement date			shown in Transaction Record	
	Subtotal			Subtotal
Subtract				
Withdrawals made				
after statement date				
	FINAL BALANCE	*		FINAL BALANCE
				*

*If final balances are equal, then account is reconciled.

#9

Reconciliation Statement				
Bank Statement			Transaction Record	
Final Balance on Statement			Final Balance on Trans. Rec.	
Add			Subtract	
Deposits made after			Withdrawals/cheques not	
statement date			shown in Transaction Record	
	Subtotal			Subtotal
Subtract				
Withdrawals made				
after statement date				
	FINAL BALANCE	*		FINAL BALANCE
				*

*If final balances are equal, then account is reconciled.