

5-2 WORK TOGETHER, p. 134

Reconciling a bank statement and recording a bank service charge

1.

RECONCILIATION OF BANK STATEMENT _____ (Date)

<p>Balance On Check Stub No. _____ \$</p> <p>DEDUCT BANK CHARGES:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Description</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total bank charges ▶</td> </tr> </tbody> </table> <p>Adjusted Check Stub Balance \$</p>	Description	Amount		\$							Total bank charges ▶		<p>Balance On Bank Statement \$</p> <p>ADD OUTSTANDING DEPOSITS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Date</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: right;">\$</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total outstanding deposits ▶</td> </tr> </tbody> </table> <p>SUBTOTAL \$</p> <p>DEDUCT OUTSTANDING CHECKS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Ck. No.</th> <th style="width: 20%;">Amount</th> <th style="width: 20%;">Ck. No.</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: right;">Total outstanding checks ▶</td> </tr> </tbody> </table> <p>Adjusted Bank Balance \$</p>	Date	Amount		\$			Total outstanding deposits ▶		Ck. No.	Amount	Ck. No.	Amount																	Total outstanding checks ▶			
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Ck. No.	Amount	Ck. No.	Amount																																										
Total outstanding checks ▶																																													

2.

NO. 309	\$ _____
Date: _____	20__
To: _____	
For: _____	
BALANCE BROUGHT FORWARD	
AMOUNT DEPOSITED	Date
SUBTOTAL	
OTHER:	

SUBTOTAL	
AMOUNT THIS CHECK	
BALANCE CARRIED FORWARD	

3.

GENERAL JOURNAL

PAGE

DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	DEBIT	CREDIT
1					1
2					2
3					3

5-2 ON YOUR OWN, p. 134

Reconciling a bank statement and recording a bank service charge

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Ck. No.	Amount	Ck. No.	Amount																																																																		
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2.

NO. 224	\$ _____
Date: _____	20__
To: _____	
For: _____	
<hr/>	
BALANCE BROUGHT FORWARD	_____
AMOUNT DEPOSITED	_____
SUBTOTAL	_____
OTHER:	

SUBTOTAL	_____
AMOUNT THIS CHECK	_____
BALANCE CARRIED FORWARD	_____

3.

GENERAL JOURNAL							PAGE
DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	DEBIT	CREDIT		
1						1	
2						2	
3						3	

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	\$																																				
Date	Amount																																				
	\$																																				
Ck. No.	Amount	Ck. No.	Amount																																		

2.

NO. 477	\$ _____
Date: _____	20__
To: _____	
For: _____	
BALANCE BROUGHT FORWARD	
AMOUNT DEPOSITED	Date
SUBTOTAL	
OTHER:	

SUBTOTAL	
AMOUNT THIS CHECK	
BALANCE CARRIED FORWARD	

3.

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PAGE

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1					1
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