

AOP Assignment 6A – Bank Reconciliation

Directions: Using the information provided below, complete the bank reconciliation form on the next page. READ the directions on the form itself.

Complete the left side of the form first - this information is all about the bank statement. Then complete the information on the right side - all about the information in your check register. If you are correct, the two totals at the bottom will match and this is the amount currently in your checking account. Add your name to the document and hand in to your instructor.

Information:

Jane Jenkins received her bank statement in the mail today. After comparing the bank statement to the check register, Jane discovered that she had four outstanding checks:

# 246	\$17.50	# 257	\$148.00
# 248	\$99.50	# 262	\$220.00

Jane also noticed that she had a \$60 ATM withdrawal which she had forgotten to record and a deposit of \$200 which she put in the machine late at night, so it wasn't recorded on the bank statement. Her service charges for the month totaled \$12.50.

The balance in Jane's check register is \$6,325.68 and the balance on the bank statement is \$6,538.18. Reconcile the bank statement.

BANK STATEMENT RECONCILIATION			
BALANCE ON BANK STATEMENT	\$	BALANCE IN CHECK REGISTER	\$
ADD DEPOSITS NOT ON STATEMENT	\$	ADD DEPOSITS NOT ALREADY IN YOUR CHECK REGISTER	\$
	\$		\$
	\$		\$
	\$		\$
TOTAL	\$	TOTAL	\$
SUBTRACT CHEQUES ISSUED BUT NOT ON STATEMENT		SUBTRACT SERVICE CHARGES AND ANY PAYMENTS NOT IN CHECK REGISTER	
CHEQUE #	\$	DESC.	\$
CHEQUE #	\$	DESC.	\$
CHEQUE #	\$	DESC.	\$
CHEQUE #	\$	DESC.	\$
TOTAL	\$	TOTAL	\$
BALANCE	\$	BALANCE	\$