

Checking & Reconciliation Activity

You manage the bank accounts for an advertising company called Popular Designs. You need to write and/or endorse checks, maintain your checkbook register, and reconcile your account at the end of the month. **Your starting balance is \$16,505.**

1. On July 3rd you use the company debit card to purchase \$1.50 worth of postage for a package you are mailing out at the post office.
2. On July 6th you receive and deposit a payment of \$2,937.00 from Heelers shoe store and drop it off at the ATM (the check number is 24-115). Complete the deposit slip and endorse the back of the check using a restricted endorsement.
3. On July 10th you make an electronic funds transfer to the City of Philomath to pay you water bill of \$150.
4. On July 10th you write a check to Sike's Property Management for \$656.80 to cover rent & utilities (heat & electricity).
5. On July 13th you stop by the bank to deposit a check from Sergio's restaurant for \$3,672.00 (the check number is 17-48). Endorse the back of the check. You also deposit a \$159.00 cash payment from the Smith account. Complete a deposit slip for both transactions. (Note - Make separate entries in your register.)
6. On July 16th you write a check for \$3,271.25 to the Apple store for new I-pads and accessories.
7. On July 18th you stop by the ATM and withdraw \$220 in order to have some petty cash around the office.
8. On July 20th you deposit a check for \$2940.00 from the Calderino Sporting account (the check number is 26-123). Your boss authorizes you to make a \$20 cash withdrawal to reimburse you for gas/mileage. Endorse the check and complete the deposit slip.
9. On July 24th you write a check for \$7,659.00 to United Airlines to purchase plane tickets for an upcoming business trip.
10. On July 24th you also make an electronic funds transfer of \$212.00 to Creative Advertisers for a logo design.
11. On July 25th you use the company debit card to purchase \$49.60 worth of postage/stamps at the post office.
12. On July 26th you write a check for \$484.00 to United Communications for paper, toner, and other office supplies.

322-21
1610

Pettisville Bank
Greenbark Drive
Pettisville, OH 43553

CASH	CURRENCY		
	COINS		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

DATE _____

SIGN HERE IN TELLER'S PRESENCE
FOR CASH RECEIVED

⑆0124 6027 486586519 30937 3620000 108

For financial institution use only	Do not write, stamp, or sign below the line
	X _____
	Endorse Here

Popular Designs 2020 Carpenter Road Pettisville, OH 43553	#127	322-21 1610
	20	_____
PAY TO THE ORDER OF _____	\$ _____	
		_____ DOLLARS
Pettisville Bank Greenbark Drive Pettisville, OH 43553		
MEMO _____		
⑆0124 6027 486586519 00523 7534964 127		

	Do not write, stamp, or sign below the line X _____ Endorse Here
For financial institution use only	

<p> ³²²⁻²¹ ¹⁶¹⁰ Pettisville Bank Greenbark Drive Pettisville, OH 43553 </p> <p> DATE _____ </p> <p> SIGN HERE IN TELLER'S PRESENCE FOR CASH RECEIVED </p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="2" style="width: 15%;">CASH</td> <td style="width: 25%;">CURRENCY</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>COINS</td> <td></td> <td></td> </tr> <tr> <td colspan="2">LIST CHECKS SINGLY</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL FROM OTHER SIDE</td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL</td> <td></td> <td></td> </tr> <tr> <td colspan="2">LESS CASH RECEIVED</td> <td></td> <td></td> </tr> <tr> <td colspan="2">NET DEPOSIT</td> <td></td> <td></td> </tr> </table> <p style="text-align: center; font-family: monospace;"> ⑆01 000002 3620000 108 30937 486586519 2702 1249⑆ </p>	CASH	CURRENCY			COINS			LIST CHECKS SINGLY								TOTAL FROM OTHER SIDE				TOTAL				LESS CASH RECEIVED				NET DEPOSIT			
CASH	CURRENCY																															
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<p> Popular Designs 2020 Carpenter Road Pettisville, OH 43553 </p> <p> PAY TO THE ORDER OF _____ </p> <p> MEMO _____ </p>	<p> # 129 ³²²⁻²¹ _____ ¹⁶¹⁰ 20 </p> <p> \$ _____ </p> <p> _____ DOLLARS </p> <p> Pettisville Bank Greenbark Drive Pettisville, OH 43553 </p> <p style="text-align: center; font-family: monospace;"> ⑆01 000002 7534964 127 00523 486586519 2702 1249⑆ </p>
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PETTISVILLE BANK

101 Greenback Drive • Pettisville, OH 43553-0178

BANK STATEMENT

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Popular Designs

2020 Carpenter Road

Pettisville, OH 43553-0176

ACCOUNT NUMBER	671-9291
STATEMENT DATE	July 31, 20

BALANCE FORWARD	NO. OF WITHDRAWALS	TOTAL WITHDRAWAL AMOUNT	NO. OF DEPOSITS	TOTAL DEPOSIT AMOUNT	SERVICE CHARGE	BALANCE THIS STATEMENT
\$16,505.00	10	\$15,956.45	6	\$11,356.00	\$4.00	\$11,900.55

CHECKS AND OTHER DEBITS	DEPOSITS AND OTHER CREDITS	DATE	BALANCE
		July 1	\$16,505.00
	\$2,937.00	July 6	\$19,442.00
T	\$150.00	July 10	\$19,292.00
	\$159.00	July 13	\$19,451.00
	\$3,672.00	July 13	\$23,123.00
	\$100.00	July 13	\$23,223.00
128	\$3,271.25	July 16	\$19,951.75
127	\$656.80	July 16	\$19,294.95
T	\$1,823.20	July 20	\$17,471.75
DC	\$1.50	July 24	\$17,470.25
130	\$1,478.70	July 24	\$15,991.55
	\$2,920.00	July 24	\$18,911.55
ATM	\$220.00	July 27	\$18,691.55
131	\$484.00	July 25	\$18,207.55
T	\$212.00	July 26	\$17,995.55
129	\$7,659.00	July 26	\$10,336.55
	\$1,568.00	July 28	\$11,904.55
SC	\$4.00	July 30	\$11,900.55

KEY TO SYMBOLS

- | | | |
|---------------------------------|-------------------------------|--------------------|
| ATD AUTOMATIC TELLER DEPOSIT | DC DEPOSIT CORRECTION | IE INTEREST EARNED |
| ATW AUTOMATIC TELLER WITHDRAWAL | DM DEBIT MEMO | OD OVERDRAFT |
| CC CERTIFIED CHECK | EFT ELECTRONIC FUNDS TRANSFER | RT RETURNED CHECK |
| CM CREDIT MEMO | ER ERROR CORRECTION | SC SERVICE CHARGE |

Popular Designs

2020 Carpenter Road

Pettisville, OH 43553-0176

BANK STATEMENT

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RECONCILIATION

YOU CAN EASILY BALANCE YOUR CHECKBOOK
BY FOLLOWING THIS PROCEDURE.

FILL IN BELOW THE AMOUNTS FROM YOUR BANK STATEMENT AND CHECKBOOK

BALANCE SHOWN ON
BANK STATEMENT \$ 11,900.55

ADD DEPOSITS NOT
ON STATEMENT \$ _____

TOTAL \$ _____

SUBTRACT CHECKS
ISSUED BUT NOT ON
STATEMENT

_____ \$ _____

TOTAL \$ _____

CORRECTED BANK
STATEMENT BALANCE \$ _____

BALANCE SHOWN IN
CHECKBOOK \$ _____

ADD DEPOSITS NOT
ALREADY ENTERED
IN CHECKBOOK \$ _____

TOTAL \$ _____

SUBTRACT SERVICE
CHARGES
AND OTHER BANK
CHARGES

\$ _____

TOTAL \$ _____

CORRECTED
CHECKBOOK BALANCE \$ _____

THESE TOTALS REPRESENT THE CORRECT AMOUNT OF MONEY YOU HAVE IN
THE BANK AND SHOULD AGREE. DIFFERENCES, IF ANY, SHOULD BE REPORTED
TO THE BANK WITHIN 10 DAYS AFTER RECEIPT OF YOUR STATEMENT.