

Reconciling a bank statement

**Maureen O'Dell**

**Reconciliation of Bank Statement**

**May 31, 19--**

<b>Balance on Cheque Stub</b>				<b>Balance on bank statement,</b>					
<b>No. 98, May 31, 19--</b>				<b>73</b>	<b>1</b>	<b>26</b>	<b>May 26, 19--</b>	<b>728</b>	<b>56</b>
<b>Deduct:</b>				<b>Add:</b>					
<b>May service charge</b>				<b>5</b>	<b>20</b>		<b>Outstanding deposit,</b>		
				<b>May 26, 19--</b>				<b>50</b>	<b>00</b>
				<b>Total</b>				<b>778</b>	<b>56</b>
				<b>Deduct:</b>					
				<b>Outstanding cheques,</b>					
				<b>No. 93 35.00</b>					
				<b>No. 97 17.50</b>				<b>52</b>	<b>50</b>
<b>Adjusted cheque stub balance,</b>				<b>Adjusted bank balance,</b>					
<b>May 31, 19--</b>				<b>726</b>	<b>06</b>		<b>May 31, 19--</b>	<b>726</b>	<b>06</b>

Reconciling a bank statement

**Tom Becker**

**Reconciliation of Bank Statement**

**December 1, 19--**

<b>Balance on Cheque Stub</b>				<b>Balance on bank statement,</b>					
<b>No. 1416, Dec. 1, 19--</b>				<b>104</b>	<b>1</b>	<b>57</b>	<b>Nov. 27, 19--</b>	<b>979</b>	<b>19</b>
<b>Deduct:</b>				<b>Add:</b>					
<b>Nov. service charge</b>				<b>3</b>	<b>70</b>		<b>Outstanding deposit,</b>		
				<b>Nov. 28, 19--</b>				<b>142</b>	<b>54</b>
				<b>Total</b>				<b>1121</b>	<b>73</b>
				<b>Deduct:</b>					
				<b>Outstanding cheque,</b>					
				<b>No. 1401 14.16</b>					
				<b>No. 1412 46.53</b>					
				<b>No. 1415 23.17</b>				<b>83</b>	<b>86</b>
<b>Adjusted cheque stub balance,</b>				<b>Adjusted bank balance,</b>					
<b>Dec. 1, 19--</b>				<b>1037</b>	<b>87</b>		<b>Dec. 1, 19--</b>	<b>1037</b>	<b>87</b>

Katy Young

Reconciliation of Bank Statement

June 25, 19--

<b>Balance on Cheque Stub</b>					<b>Balance on bank statement,</b>				
No. 50, June 25, 19--	6	2	4	42	June 20, 19--	4	9	7	62
<b>Deduct:</b>					<b>Add:</b>				
June service charge			1	90	Outstanding deposits,				
					June 20, 19-- 33.00				
					June 24, 19-- 135.00			1	68 00
					<b>Total</b>			<b>6</b>	<b>65 62</b>
					<b>Deduct:</b>				
					Outstanding cheques,				
					No. 49			4	3 10
<b>Adjusted cheque stub balance</b>					<b>Adjusted bank balance,</b>				
June 25, 19--	6	2	2	52	June 25, 19--	6	2	2	52

Preparing a deposit slip

Sam Irwin  
3729 Pinegrove Avenue  
Toronto, Ontario M3J 2X5


NO. 323

December 10, 19--

PAY TO THE ORDER OF Alpha Services \$ 66.00

Sixty-six and 75/100 DOLLARS

For Classroom Use Only

 **Bank of Montreal**  
1617 EGLINTON AVE. EAST  
TORONTO, ONTARIO M4P 1E7

Sam Irwin

⑈ 323 ⑈ ⑆ 3705 ⑆ ⑆ 001 ⑆ 3761 ⑆ 096

DOREEN GRANGE  
282 Crescent Drive  
Scarborough, Ontario  
M1E 3E6


NO. 798

December 14, 19--

Pay to the Order of Alpha Services \$ 23.40

Twenty-three and 40/100 DOLLARS

For Classroom Use Only

 **Canadian Imperial Bank of Commerce**  
1237 BIRCHMOUNT ROAD  
SCARBOROUGH, ONTARIO M1K 5G7

Doreen Grange

⑈ 798 ⑈ ⑆ 00012 ⑆ 010 ⑆ 4172 ⑆ 843 ⑈

MANNY QUINLAN  
6141 Sunnybank Road  
Willowdale, Ontario  
M2N 1X7

NO. 100

December 13, 19--

Pay to the order of Alpha Services \$ 53.92

Fifty-three and 92/100 DOLLARS

For Classroom Use Only

THE ROYAL BANK OF CANADA  
1820 BAYVIEW AVENUE  
TORONTO, ONTARIO M3K 4J7

Manny Quinlan

⑈ 100 ⑈ ⑆ 02069 ⑆ 003 ⑆ 771 ⑆ 17632 ⑈

For deposit to the account of:

Alpha Services  
Please print exact title of account

Account Number:  
7 2 - 1 6 9 2 8 - 0 3

THE ROYAL BANK OF CANADA  
112 EGLINTON AVENUE EAST  
TORONTO, ONTARIO M3J 2X4

Date December 14 19- -

Currency	197	00
Coin	52	46
Cheques 96-525	66	00
96-518	23	40
96-504	53	92
<b>TOTAL</b>	<b>392</b>	<b>78</b>

For deposit to the  
account of  
Alpha Services  
Student's Name

For deposit to the  
account of  
Alpha Services  
Student's Name

For deposit to the  
account of  
Alpha Services  
Student's Name

Reconciling a bank statement and recording a bank service charge

THE TORONTO-DOMINION BANK 67 NORTHROP DRIVE MOOSE JAW, SASKATCHEWAN S1T 4W1		STATEMENT OF ACCOUNT FOR			ACCOUNT NUMBER	
		Bolan's Service Company 739 Northrop Drive Moose Jaw, Saskatchewan S1T 4W5			54-431-89	
		STATEMENT DATE				
		8/31/--				
BALANCE FROM PREVIOUS STATEMENT	NO. OF CHEQUES	AMOUNT OF CHEQUES	NO. OF DEPOSITS	AMOUNT OF DEPOSITS	SERVICE CHARGES	STATEMENT BALANCE
631.50	11	1 225.25	2	1 145.60	1.50	550.35

DATE	CHEQUES	DEPOSITS	BALANCE
7/30/--			631.50
7/30/--		621.00	1 252.50
8/5/--	500.00		752.50
8/8/--	37.50	15.50	699.50
8/9/--	60.00		639.50
8/12/--	25.00	524.60	1 139.10
8/17/--	30.00		1 109.10
8/24/--	12.50	19.75	1 076.85
8/25/--	20.00	500.00	556.85
8/31/--	5.00	1.50 SC	550.35

PLEASE EXAMINE AT ONCE--IF NO ERRORS ARE REPORTED WITHIN 10 DAYS, THE ACCOUNT WILL BE CONSIDERED CORRECT. REFER ANY DISCREPANCY TO OUR ACCOUNTING DEPARTMENT IMMEDIATELY.

Bolan's Service Company NO. 261  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 4, 19 --  
 Pay to the Order of Sane Company \$ 500.00

Bolan's Service Company NO. 268  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 21, 19 --  
 Pay to the Order of Bedlow Supplies \$ 19.75

Bolan's Service Company NO. 262  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 6, 19 --  
 Pay to the Order of Dunlop and Smith \$ 15.50

Bolan's Service Company NO. 270  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 23, 19 --  
 Pay to the Order of J. A. Black \$ 12.50

Bolan's Service Company NO. 263  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 9, 19 --  
 Pay to the Order of Bates Service Company 37.50

Bolan's Service Company NO. 271  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 25, 19 --  
 Pay to the Order of Jack Bolan \$ 500.00

Bolan's Service Company NO. 264  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 8, 19 --  
 Pay to the Order of Boyle Company \$ 60.00

Bolan's Service Company NO. 272  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 25, 19 --  
 Pay to the Order of Marilyn Coback \$ 20.00

Bolan's Service Company NO. 265  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 9, 19 --  
 Pay to the Order of Dunwood Company \$ 25.00

Bolan's Service Company NO. 275  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 30, 19 --  
 Pay to the Order of Marvin Cohn \$ 5.00

Bolan's Service Company NO. 266  
 739 Northrop Drive  
 Moose Jaw, Saskatchewan  
 S1T 4W5  
 August 11, 19 --  
 Pay to the Order of Macy Company \$ 30.00

Five and 75/100 Dollars  
 For Miscellaneous  
 THE TORONTO-DOMINION BANK Jack Bolan  
 67 NORTHROP DRIVE  
 MOOSE JAW, SASKATCHEWAN  
 S1T 4W1  
 ⑆044000⑆2⑆⑆ 54⑈43⑆89

Outstanding Cheques	
No.	Amount
267	\$ 55.00
273	100.00
274	10.00

Outstanding Deposits	
Date	Amount
Aug. 31, 19--	\$235.90

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**Bolan's Service Company**  
**Reconciliation of Bank Statement**  
**September 1, 19--**

Balance on Cheque Stub				Balance on bank statement,			
No. 276, Sept. 1, 19--	6	22	75	Aug. 31, 19--	5	50	35
<b>Deduct:</b>				<b>Add:</b>			
Aug. service charge		1	50	Outstanding deposit,			
				Aug. 31, 19--		2	35 90
				<b>Total</b>		<b>7</b>	<b>86 25</b>
				<b>Deduct:</b>			
				Outstanding cheques,			
				No. 267		55.00	
				No. 273		100.00	
				No. 274		10.00	
							1 65 00
<b>Adjusted cheque stub balance,</b>				<b>Adjusted bank balance,</b>			
Sept. 1, 19--	6	21	25	Sept. 1, 19--	6	21	25

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**COMBINATION JOURNAL**

DATE	ACCOUNT TITLE	Doc. No.	POST. REF.	GENERAL		SALES CREDIT	CASH		
				DEBIT	CREDIT		DEBIT	CREDIT	
1 19-- Sept. 1	Miscellaneous Expense	M12		1 50					1 50
2									
3									
4									
5									

NO. 261 ✓ \$500.00  
Date Aug. 1, 19 --  
To Lane Company  
For August rent

BAL. BR'T FOR'D...	631.50
DEPOSITED.	7.30
TOTAL	1,252.50
AM'T THIS CHEQUE	500.00
BAL. CAR'D FOR'D.	752.50

NO. 262 ✓ \$15.50  
Date Aug. 6, 19 --  
To Dunlap and Smith  
For Supplies

BAL. BR'T FOR'D...	752.50
DEPOSITED.	
TOTAL	752.50
AM'T THIS CHEQUE	15.50
BAL. CAR'D FOR'D.	737.00

NO. 263 ✓ \$37.50  
Date Aug. 8, 19 --  
To Bates Service Company  
For Cleaning

BAL. BR'T FOR'D...	737.00
DEPOSITED.	
TOTAL	737.00
AM'T THIS CHEQUE	37.50
BAL. CAR'D FOR'D.	699.50

NO. 264 ✓ \$60.00  
Date Aug. 8, 19 --  
To Boyle Company  
For Repairs

BAL. BR'T FOR'D...	699.50
DEPOSITED.	
TOTAL	699.50
AM'T THIS CHEQUE	60.00
BAL. CAR'D FOR'D.	639.50

NO. 265 ✓ \$25.00  
Date Aug. 9, 19 --  
To Sunwood Company  
For Supplies

BAL. BR'T FOR'D...	639.50
DEPOSITED.	
TOTAL	639.50
AM'T THIS CHEQUE	25.00
BAL. CAR'D FOR'D.	614.50

NO. 266 ✓ \$30.00  
Date Aug. 14, 19 --  
To Macy Company  
For Payment on account

BAL. BR'T FOR'D...	614.50
DEPOSITED.	
TOTAL	614.50
AM'T THIS CHEQUE	30.00
BAL. CAR'D FOR'D.	584.50

NO. 267 \$55.00  
Date Aug. 20, 19 --  
To Municipal Water Company  
For Utility

BAL. BR'T FOR'D...	584.50
DEPOSITED.	8.12
TOTAL	1,109.10
AM'T THIS CHEQUE	55.00
BAL. CAR'D FOR'D.	1,054.10

NO. 268 ✓ \$19.75  
Date Aug. 21, 19 --  
To Bedford Supplies  
For Supplies

BAL. BR'T FOR'D...	1,054.10
DEPOSITED.	
TOTAL	1,054.10
AM'T THIS CHEQUE	19.75
BAL. CAR'D FOR'D.	1,034.35

NO. 269 \$21.50  
Date Aug. 23, 19 --  
To J. A. Black  
For VOID

BAL. BR'T FOR'D...	1,034.35
DEPOSITED.	
TOTAL	1,034.35
AM'T THIS CHEQUE	21.50
BAL. CAR'D FOR'D.	

NO. 270 ✓ \$12.50  
Date Aug. 23, 19 --  
To J. A. Black  
For Miscellaneous

BAL. BR'T FOR'D...	1,034.35
DEPOSITED.	
TOTAL	1,034.35
AM'T THIS CHEQUE	12.50
BAL. CAR'D FOR'D.	1,021.85

NO. 271 ✓ \$500.00  
Date Aug. 25, 19 --  
To Jack Dolan  
For Withdrawal

BAL. BR'T FOR'D...	1,021.85
DEPOSITED.	
TOTAL	1,021.85
AM'T THIS CHEQUE	500.00
BAL. CAR'D FOR'D.	521.85

NO. 272 ✓ \$20.00  
Date Aug. 25, 19 --  
To Marilyn Coback  
For Miscellaneous

BAL. BR'T FOR'D...	521.85
DEPOSITED.	
TOTAL	521.85
AM'T THIS CHEQUE	20.00
BAL. CAR'D FOR'D.	501.85

NO. 273 \$100.00  
Date Aug. 27, 19 --  
To Corner Service  
For Truck repairs

BAL. BR'T FOR'D...	501.85
DEPOSITED.	
TOTAL	501.85
AM'T THIS CHEQUE	100.00
BAL. CAR'D FOR'D.	401.85

NO. 274 \$10.00  
Date Aug. 27, 19 --  
To The Herald  
For August newspapers

BAL. BR'T FOR'D...	401.85
DEPOSITED.	
TOTAL	401.85
AM'T THIS CHEQUE	10.00
BAL. CAR'D FOR'D.	391.85

NO. 275 ✓ \$5.00  
Date Aug. 30, 19 --  
To Marilyn Coback  
For Miscellaneous


BAL. BR'T FOR'D...	391.85
DEPOSITED.	8.31
TOTAL	627.75
AM'T THIS CHEQUE	5.00
BAL. CAR'D FOR'D.	622.75


NO. 276 \$  
Date \_\_\_\_\_ 19 \_\_\_\_  
To \_\_\_\_\_  
For \_\_\_\_\_


BAL. BR'T FOR'D...	622.75
DEPOSITED.	
TOTAL	622.75
AM'T THIS CHEQUE	
BAL. CAR'D FOR'D.	

Writing cheques; reconciling a bank statement; recording a bank service charge; recording a dishonored cheque

MASTERY PROBLEM 10-M, p. 183  
[1, 2]

<p>NO. <b>65</b>      \$ <u>66.25</u></p> <p>Date <u>November 30</u> 19--</p> <p>To <u>Paul's Garage</u></p> <p>For <u>Equipment repairs</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>BAL. BR'T FOR'D...</td> <td style="text-align: right;">664</td> <td style="text-align: right;">93</td> </tr> <tr> <td>DEPOSITED.</td> <td></td> <td></td> </tr> <tr> <td>TOTAL .....</td> <td style="text-align: right;">664</td> <td style="text-align: right;">93</td> </tr> <tr> <td>AM'T THIS CHEQUE</td> <td style="text-align: right;">66</td> <td style="text-align: right;">25</td> </tr> <tr> <td>BAL. CAR'D FOR'D..</td> <td style="text-align: right;">598</td> <td style="text-align: right;">68</td> </tr> </table>	BAL. BR'T FOR'D...	664	93	DEPOSITED.			TOTAL .....	664	93	AM'T THIS CHEQUE	66	25	BAL. CAR'D FOR'D..	598	68	<p>ENDIMERE'S SERVICE COMPANY 1057 Grace Lane Calgary, AB T2A 4J7</p> <p style="text-align: right;"><u>November 30</u> 19--</p> <p>Pay to the Order of <u>Paul's Garage</u> ----- \$ <u>66.25</u></p> <p><u>Sixty-six and 25/100</u> ----- Dollars For Classroom Use Only</p> <p>For <u>Equipment repairs</u> _____ _____ <u>Student's Name</u></p> <p> Canadian Imperial Bank of Commerce 16035 DALHOUSIE BLVD. CALGARY, AB T3Y 4L6</p> <p>⑈ 065 ⑈ ⑆ 0035 ⑈ 010 ⑆ 266 ⑈ 4688</p>
BAL. BR'T FOR'D...	664	93														
DEPOSITED.																
TOTAL .....	664	93														
AM'T THIS CHEQUE	66	25														
BAL. CAR'D FOR'D..	598	68														

<p>NO. <b>66</b>      \$ <u>25.00</u></p> <p>Date <u>November 30</u> 19--</p> <p>To <u>Office Cleaning Company</u></p> <p>For <u>Cleaning offices</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>BAL. BR'T FOR'D...</td> <td style="text-align: right;">598</td> <td style="text-align: right;">68</td> </tr> <tr> <td>DEPOSITED.</td> <td></td> <td></td> </tr> <tr> <td>TOTAL .....</td> <td style="text-align: right;">598</td> <td style="text-align: right;">68</td> </tr> <tr> <td>AM'T THIS CHEQUE</td> <td style="text-align: right;">25</td> <td style="text-align: right;">00</td> </tr> <tr> <td>BAL. CAR'D FOR'D..</td> <td style="text-align: right;">573</td> <td style="text-align: right;">68</td> </tr> </table>	BAL. BR'T FOR'D...	598	68	DEPOSITED.			TOTAL .....	598	68	AM'T THIS CHEQUE	25	00	BAL. CAR'D FOR'D..	573	68	<p>ENDIMERE'S SERVICE COMPANY 1057 Grace Lane Calgary, AB T2A 4J7</p> <p style="text-align: right;"><u>November 30</u> 19--</p> <p>Pay to the Order of <u>Office Cleaning Company</u> ----- \$ <u>25.00</u></p> <p><u>Twenty-five and no/100</u> ----- Dollars For Classroom Use Only</p> <p>For <u>Cleaning offices</u> _____ _____ <u>Student's Name</u></p> <p> Canadian Imperial Bank of Commerce 16035 DALHOUSIE BLVD. CALGARY, AB T3Y 4L6</p> <p>⑈ 066 ⑈ ⑆ 0035 ⑈ 010 ⑆ 266 ⑈ 4688</p>
BAL. BR'T FOR'D...	598	68														
DEPOSITED.																
TOTAL .....	598	68														
AM'T THIS CHEQUE	25	00														
BAL. CAR'D FOR'D..	573	68														

<p>NO. <b>67</b>      \$ <u>36.50</u></p> <p>Date <u>November 30</u> 19--</p> <p>To <u>McHenry Supply Company</u></p> <p>For <u>Supplies</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>BAL. BR'T FOR'D...</td> <td style="text-align: right;">573</td> <td style="text-align: right;">68</td> </tr> <tr> <td>DEPOSITED.</td> <td></td> <td></td> </tr> <tr> <td>TOTAL .....</td> <td style="text-align: right;">573</td> <td style="text-align: right;">68</td> </tr> <tr> <td>AM'T THIS CHEQUE</td> <td style="text-align: right;">36</td> <td style="text-align: right;">50</td> </tr> <tr> <td>BAL. CAR'D FOR'D..</td> <td style="text-align: right;">537</td> <td style="text-align: right;">18</td> </tr> </table>	BAL. BR'T FOR'D...	573	68	DEPOSITED.			TOTAL .....	573	68	AM'T THIS CHEQUE	36	50	BAL. CAR'D FOR'D..	537	18	<p>ENDIMERE'S SERVICE COMPANY 1057 Grace Lane Calgary, AB T2A 4J7</p> <p style="text-align: right;"><u>November 30</u> 19--</p> <p>Pay to the Order of <u>McHenry Supply Company</u> ----- \$ <u>36.50</u></p> <p><u>Thirty-six and 50/100</u> ----- Dollars For Classroom Use Only</p> <p>For <u>Supplies</u> _____ _____ <u>Student's Name</u></p> <p> Canadian Imperial Bank of Commerce 16035 DALHOUSIE BLVD. CALGARY, AB T3Y 4L6</p> <p>⑈ 067 ⑈ ⑆ 0035 ⑈ 010 ⑆ 266 ⑈ 4688</p>
BAL. BR'T FOR'D...	573	68														
DEPOSITED.																
TOTAL .....	573	68														
AM'T THIS CHEQUE	36	50														
BAL. CAR'D FOR'D..	537	18														



**Endimere's Service Company**  
**Reconciliation of Bank Statement**  
**December 1, 19--**

<b>Balance on Cheque Stub</b>					
No. 68, Dec. 1, 19--	5	3	7	18	
<b>Deduct:</b>					
Nov. service charge		6	90		
<b>Adjusted cheque stub balance,</b>					
Dec. 1, 19--	5	3	0	28	
<b>Balance on bank statement,</b>					
Nov. 30, 19--					402 57
<b>Add:</b>					
Outstanding deposit,					
Nov. 29, 19--					189 21
<b>Total</b>					591 78
<b>Deduct:</b>					
Outstanding cheques,					
No. 66 25.00					
No. 67 36.50					61 50
<b>Adjusted bank balance,</b>					
Dec. 1, 19--	5	3	0	28	

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**COMBINATION JOURNAL**

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DATE	ACCOUNT TITLE	DOC. NO.	POST. REF.	GENERAL		SALES CREDIT	CASH	
				DEBIT	CREDIT		DEBIT	CREDIT
19-- Dec. 1	Miscellaneous Expense	M23		6 90				6 90
2	Miscellaneous Expense	M24		1 00				1 00
3								
4								

[5]

**NO. 68**      \$ \_\_\_\_\_

Date \_\_\_\_\_ 19 \_\_\_\_

To \_\_\_\_\_

For \_\_\_\_\_

BAL. BR'T FOR'D ...	537 18
DEPOSITED	
dishonored ch      Date	-10 00
TOTAL .....	527 18
AM'T THIS CHEQUE .	
BAL. CAR'D FOR'D .	

NO. 100      \$ 132.50

Date October 31 19--

To Meinke Repair  
Service  
For Equipment  
repairs

BAL. BR'T FOR'D...	1 573	84
DEPOSITED.		
TOTAL.....	1 573	84
AM'T THIS CHEQUE	132	50
BAL. CAR'D FOR'D.	1 441	34

MAXOM COMPANY 100  
424 The East Mall  
Vancouver, BC V7W 1Y6

October 31 19--

Pay to the  
Order of Meinke Repair Service \$ 132.50

One hundred thirty-two and 50/100 Dollars  
For Classroom Use Only

For Equipment  
repairs Student's Name \_\_\_\_\_

**Bank of Montreal**  
1713 EAST THIRD STREET  
VANCOUVER, BC V7X 1X6  
Ⓜ 100 Ⓜ 1:29015 Ⓜ 001:633 Ⓜ 4576

NO. 101      \$ 75.00

Date October 31 19--

To Russell  
Company  
For Supplies

**VOID**

BAL. BR'T FOR'D...	1 441	34
DEPOSITED.		
TOTAL.....	1 441	34
AM'T THIS CHEQUE	75	00
BAL. CAR'D FOR'D.		

MAXOM COMPANY 101  
424 The East Mall  
Vancouver, BC V7W 1Y6

October 31 19--

Pay to the  
Order of Russell Company \$ 75.00

Seventy-five and no/100 Dollars  
For Classroom Use Only

For Supplies Student's Name \_\_\_\_\_

**Bank of Montreal**  
1713 EAST THIRD STREET  
VANCOUVER, BC V7X 1X6  
Ⓜ 101 Ⓜ 1:29015 Ⓜ 001:633 Ⓜ 4576

NO. 102      \$ 85.00

Date October 31 19--

To Russell  
Company  
For Supplies

BAL. BR'T FOR'D...	1 441	34
DEPOSITED.		
TOTAL.....	1 441	34
AM'T THIS CHEQUE	85	00
BAL. CAR'D FOR'D.	1 356	34

MAXOM COMPANY 102  
424 The East Mall  
Vancouver, BC V7W 1Y6

October 31 19--

Pay to the  
Order of Russell Company \$ 85.00

Eighty-five and no/100 Dollars  
For Classroom Use Only

For Supplies Student's Name \_\_\_\_\_

**Bank of Montreal**  
1713 EAST THIRD STREET  
VANCOUVER, BC V7X 1X6  
Ⓜ 102 Ⓜ 1:29015 Ⓜ 001:633 Ⓜ 4576

<p>NO. <b>103</b>      \$ <u>125.00</u></p> <p>Date <u>October 31</u> 19--</p> <p>To <u>Zed's Janitorial</u> <u>Company</u></p> <p>For <u>Cleaning</u> <u>offices</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>BAL. BR'T FOR'D ...</td> <td style="text-align: right;">1 356 34</td> </tr> <tr> <td>DEPOSITED..</td> <td style="text-align: right;">  </td> </tr> <tr> <td>TOTAL.....</td> <td style="text-align: right;">Date 1 356 34</td> </tr> <tr> <td>AM'T THIS CHEQUE ..</td> <td style="text-align: right;">125 00</td> </tr> <tr> <td>BAL. CAR'D FOR'D..</td> <td style="text-align: right;">1 231 34</td> </tr> </table>	BAL. BR'T FOR'D ...	1 356 34	DEPOSITED..		TOTAL.....	Date 1 356 34	AM'T THIS CHEQUE ..	125 00	BAL. CAR'D FOR'D..	1 231 34	<p><b>MAXOM COMPANY</b> <span style="float: right;"><b>103</b></span></p> <p>424 The East Mall Vancouver, BC V7W 1Y6</p> <p style="text-align: right;">Date <u>October 31</u> 19--</p> <p>Pay to the Order of <u>Zed's Janitorial Company</u> \$ <u>125.00</u></p> <p><u>One hundred twenty-five and no/100</u> Dollars</p> <p>For Classroom Use Only</p> <p>For <u>Cleaning</u> <u>offices</u>      <u>Student's Name</u></p> <p> <b>Bank of Montreal</b> 1713 EAST THIRD STREET VANCOUVER, BC V7X 1X6</p> <p style="font-family: monospace;">⑈ 103 ⑈ ⑆ 29015 ⑈ 001⑆633 ⑈ 4576</p>
BAL. BR'T FOR'D ...	1 356 34										
DEPOSITED..											
TOTAL.....	Date 1 356 34										
AM'T THIS CHEQUE ..	125 00										
BAL. CAR'D FOR'D..	1 231 34										

**Maxom Company**  
**Reconciliation of Bank Statement**  
**November 1, 19--**

<b>Balance on Cheque Stub</b>					<b>Balance on bank statement,</b>
<b>No. 104, Nov. 1, 19--</b>	1	23	1	34	<b>Oct. 31, 19--</b>
<b>Deduct:</b>					<b>Add:</b>
<b>Oct. service charge</b>			9	00	<b>Outstanding deposit,</b>
					<b>Oct. 30, 19--</b>
					<b>3 00 00</b>
					<b>Total</b>
					<b>15 64 84</b>
					<b>Deduct:</b>
					<b>Outstanding cheques,</b>
					<b>No. 100    132.50</b>
					<b>No. 102    85.00</b>
					<b>No. 103    125.00</b>
					<b>3 42 50</b>
<b>Adjusted cheque stub</b>					<b>Adjusted bank balance,</b>
<b>balance, Nov. 1, 19--</b>	1	22	2	34	<b>Nov. 1, 19--</b>
					<b>1 22 34</b>

COMBINATION JOURNAL

DATE	ACCOUNT TITLE	DOC. No.	POST. REF.	GENERAL		SALES CREDIT	CASH	
				DEBIT	CREDIT		DEBIT	CREDIT
19-Nov. 1	Miscellaneous Expense	M34		9 00				9 00
2	Miscellaneous Expense	M35		5 00				5 00

NO. 104	\$ _____
Date _____	19 _____
To _____	
For _____	
BAL. BR'T FOR'D...	1 231 34
DEPOSITED.	
dishonored ch	
Date	- 50 00
TOTAL .....	1 181 34
AM'T THIS CHEQUE .	
BAL. CAR'D FOR'D..	