

## Activity 9.4 Bank Reconciliation

Bank Statement				Bank Reconciliation																																																					
<p>HANK A. WILLIAMS  MARY B. WILLIAMS  10 SPEARS COURT  EUGENE, OR 97405-8762</p> <p>For month ended MAY 31, 20--:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Checks</th> <th style="width: 20%;">Deposits</th> <th style="width: 50%;">Balance</th> </tr> </thead> <tbody> <tr> <td>52.00      5/1</td> <td></td> <td>502.00</td> </tr> <tr> <td>300.00    5/1</td> <td></td> <td>450.00</td> </tr> <tr> <td></td> <td></td> <td>150.00</td> </tr> <tr> <td></td> <td></td> <td>972.00</td> </tr> <tr> <td>42.00      5/13</td> <td>822.00</td> <td>930.00</td> </tr> <tr> <td>100.00    5/24</td> <td></td> <td>830.00</td> </tr> <tr> <td>3.00SC    5/31</td> <td></td> <td>827.00</td> </tr> <tr> <td colspan="2" style="padding-top: 10px;">Ending Balance</td> <td>827.00</td> </tr> </tbody> </table>				Checks	Deposits	Balance	52.00      5/1		502.00	300.00    5/1		450.00			150.00			972.00	42.00      5/13	822.00	930.00	100.00    5/24		830.00	3.00SC    5/31		827.00	Ending Balance		827.00	<ol style="list-style-type: none"> <li>1. Write ending balance as shown on bank statement: <span style="float: right; color: blue; font-weight: bold;">827.00</span></li> <li>2. Add credits or deposits made that do not appear on statement: <span style="float: right; color: blue; font-weight: bold;">30.00</span></li> <li>3. Total lines 1 and 2: <span style="float: right; color: blue; font-weight: bold;">857.00</span></li> <li>4. Write total checks outstanding (not processed): <span style="float: right; color: blue; font-weight: bold;">33.00</span></li> </ol> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Check No.</th> <th colspan="2" style="width: 70%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="color: blue; font-weight: bold;">103</td> <td style="color: blue; font-weight: bold;">33</td> <td style="color: blue; font-weight: bold;">00</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Check No.	Amount		103	33	00																		
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<p>Other charges and deductions: NONE</p>				<ol style="list-style-type: none"> <li>5. Subtract line 4 from line 3 and write balance (should agree with checkbook balance): <span style="float: right; color: blue; font-weight: bold;">824.00</span></li> </ol>																																																					