

CHAPTER 11 Cash Control and Banking Activities

Study Guide

Section Assessment

Section 1 *Read Section 1 on pages 281–285 and complete the following exercises on page 286.*

- Reinforce the Main Idea
- Math for Accounting
- Problem 11-1 *Preparing a Deposit Slip and Writing Checks*

Section 2 *Read Section 2 on pages 287–294 and complete the following exercises on page 295.*

- Reinforce the Main Idea
- Math for Accounting
- Problem 11-2 *Analyzing a Source Document*

Chapter Assessment

Summary *Review the Chapter 11 Visual Summary on page 296 in your textbook.*

- Key Concepts

Review and Activities *Complete the following questions and exercises on page 297 in your textbook.*

- After You Read: Answering the Essential Question
- Vocabulary Check
- Concept Check

Standardized Test Practice *Complete the exercises on page 298 in your textbook.*

Computerized Accounting *Read the Computerized Accounting information on page 299 in your textbook.*

- Making the Transition from a Manual to a Computerized System
- Peachtree Q&A
- QuickBooks Q&A

Problems *Complete the following End-of-Chapter Problems for Chapter 11 in your textbook.*

- Problem 11-3 *Handling Deposits*
- Problem 11-4 *Maintaining the Checkbook*
- Problem 11-5 *Reconciling the Bank Statement*
- Problem 11-6 *Reconciling the Bank Statement*
- Problem 11-7 *Reconciling the Bank Statement*
- Problem 11-8 *Reconciling the Bank Statement Using the Account Form*

Challenge Problem

Real-World Applications and Connections *Complete the following applications on pages 304–305 in your textbook.*

- Case Study
- Global Accounting
- 21st Century Skills
- Making It Personal
- H.O.T Audit

Working Papers for Section Problems

Problem 11-1 Preparing a Deposit Slip and Writing Checks (textbook p. 286)

 First Bank of the Cape HYANNIS, MA 02601			
Date <u>20</u>			
Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement.			
 Peabody CARDS AND GIFTS 113 Old Cape Road Dennis, MA 02638			
10111 016021 749 24541 ¹⁰			
BE SURE EACH ITEM IS ENDORSED	CASH	DOLLARS	CENTS
	CHECKS (List Singly)		
	1		
	2		
	3		
	4		
	5		
	6		
	7		
8			
TOTAL			

\$ _____ Date <u>20</u> To _____ For _____	No. 41  Peabody CARDS AND GIFTS 113 Old Cape Road Dennis, MA 02638	41 51-160 111																		
<table border="1"> <tr> <td></td> <td>Dollars</td> <td>Cents</td> </tr> <tr> <td>Balance brought forward</td> <td>1,641</td> <td>96</td> </tr> <tr> <td>Add deposits</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> <tr> <td>Less this check</td> <td></td> <td></td> </tr> <tr> <td>Balance carried forward</td> <td></td> <td></td> </tr> </table>		Dollars	Cents	Balance brought forward	1,641	96	Add deposits			Total			Less this check			Balance carried forward			PAY TO THE ORDER OF _____  First Bank of the Cape HYANNIS, MA 02601	DATE <u>20</u> \$ _____ DOLLARS
	Dollars	Cents																		
Balance brought forward	1,641	96																		
Add deposits																				
Total																				
Less this check																				
Balance carried forward																				
		MEMO _____ 10111 016021 749 24541 ¹⁰ 41																		

\$ _____ Date <u>20</u> To _____ For _____	No. 42  Peabody CARDS AND GIFTS 113 Old Cape Road Dennis, MA 02638	42 51-160 111																		
<table border="1"> <tr> <td></td> <td>Dollars</td> <td>Cents</td> </tr> <tr> <td>Balance brought forward</td> <td></td> <td></td> </tr> <tr> <td>Add deposits</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> </tr> <tr> <td>Less this check</td> <td></td> <td></td> </tr> <tr> <td>Balance carried forward</td> <td></td> <td></td> </tr> </table>		Dollars	Cents	Balance brought forward			Add deposits			Total			Less this check			Balance carried forward			PAY TO THE ORDER OF _____  First Bank of the Cape HYANNIS, MA 02601	DATE <u>20</u> \$ _____ DOLLARS
	Dollars	Cents																		
Balance brought forward																				
Add deposits																				
Total																				
Less this check																				
Balance carried forward																				
		MEMO _____ 10111 016021 749 24541 ¹⁰ 42																		

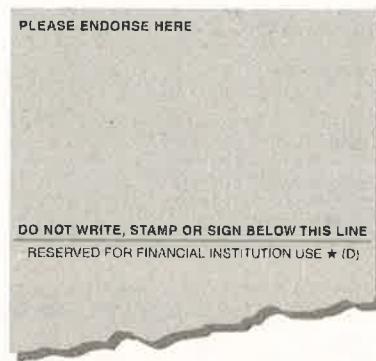
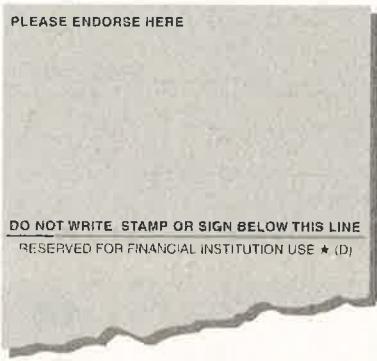
Problem 11-2 Analyzing a Source Document (textbook p. 295)

1. _____
2. _____
3. _____

Working Papers for End-of-Chapter Problems

Problem 11-3 Handling Deposits (textbook p. 300)

(1)



(2)

First National Bank
LITTLE ROCK, AR

Date 20
Checks and other items are received for deposit subject to the terms and conditions of this bank's collection agreement.

Wilderness Rentals
Center Street
Little Rock, AR 72219

10631 029481 7008 4971*

		DOLLARS	CENTS
CASH			
CHECKS (List Singly)			
1			
2			
3			
4			
5			
6			
7			
8			
TOTAL			

BE SURE EACH ITEM IS ENDORSED

(3)

\$ _____	No. 651	
Date _____	20 _____	
To _____		
For _____		
Balance brought forward	Dollars <u>3,306</u>	Cents <u>54</u>
Add deposits		
Total		
Less this check		
Balance carried forward		

Wilderness Rentals
Center Street
Little Rock, AR 72219

651
63-294
631

DATE 20 _____

PAY TO THE ORDER OF _____ \$ _____

DOLLARS

First National Bank
LITTLE ROCK, AR

MEMO _____

10631 029481 7008 4971* 651

Analyze: _____

Problem 11-4 Maintaining the Checkbook (textbook p. 300)

\$ _____	No. 504	
Date _____	20 _____	
To _____		
For _____		
	Dollars	Cents
Balance brought forward	3,486	29
Add deposits		
Total		
Less this check		
Balance carried forward		

Hot Suds Car Wash
248 Seventh Avenue
Colorado Springs, CO 80943

504
2-1116
710

DATE 20 _____

PAY TO THE ORDER OF _____ \$ _____

 **American Bank**
COLORADO SPRINGS, CO

MEMO _____

1007100111610 323 0019# 504

\$ _____	No. 505	
Date _____	20 _____	
To _____		
For _____		
	Dollars	Cents
Balance brought forward		
Add deposits		
Total		
Less this check		
Balance carried forward		

Hot Suds Car Wash
248 Seventh Avenue
Colorado Springs, CO 80943

505
2-1116
710

DATE 20 _____

PAY TO THE ORDER OF _____ \$ _____

 **American Bank**
COLORADO SPRINGS, CO

MEMO _____

1007100111610 323 0019# 505

\$ _____	No. 506	
Date _____	20 _____	
To _____		
For _____		
	Dollars	Cents
Balance brought forward		
Add deposits		
Total		
Less this check		
Balance carried forward		

Hot Suds Car Wash
248 Seventh Avenue
Colorado Springs, CO 80943

506
2-1116
710

DATE 20 _____

PAY TO THE ORDER OF _____ \$ _____

 **American Bank**
COLORADO SPRINGS, CO

MEMO _____

1007100111610 323 0019# 506

\$ _____	No. 507	
Date _____	20 _____	
To _____		
For _____		
	Dollars	Cents
Balance brought forward		
Add deposits		
Total		
Less this check		
Balance carried forward		

Hot Suds Car Wash
248 Seventh Avenue
Colorado Springs, CO 80943

507
2-1116
710

DATE 20 _____

PAY TO THE ORDER OF _____ \$ _____

 **American Bank**
COLORADO SPRINGS, CO

MEMO _____

1007100111610 323 0019# 507

Problem 11-4 (concluded)

Analyze:

Problem 11-5 Reconciling the Bank Statement (textbook p. 301)

(1)

\$	No. 773	
Date	20	—
To		
For		
	Dollars	Cents
Balance brought forward	960	00
Add deposits		
Total		
Less this check		
Balance carried forward		

(2)

BANK RECONCILIATION FORM

PLEASE EXAMINE YOUR STATEMENT AT ONCE. ANY DISCREPANCY SHOULD BE REPORTED TO THE BANK IMMEDIATELY.

1. Record any transactions appearing on this statement but not listed in your checkbook.
2. List any checks still outstanding in the space provided to the right.
3. Enter the balance shown on this statement here.
4. Enter deposits recorded in your checkbook but not shown on this statement.
5. Total Lines 3 and 4 and enter here.
6. Enter total checks outstanding here.
7. Subtract Line 6 from Line 5. This adjusted bank balance should agree with your checkbook balance.

Problem 11-5 (concluded)

(3)

GENERAL JOURNAL

PAGE 4

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT
1				
2				
3				
4				
5				
6				

(4)

GENERAL LEDGER (PARTIAL)

ACCOUNT Cash in BankACCOUNT NO. 101

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20--						
Oct. 1	<i>Balance</i>	✓			205000	
30		G3			40500	96000

ACCOUNT Miscellaneous ExpenseACCOUNT NO. 512

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20--						
Oct. 1	<i>Balance</i>	✓			49500	
17		G2	1000		60500	

Analyze:

Problem 11-6 Reconciling the Bank Statement (textbook p. 301)

(1)

\$	No. 888	
Date	20	
To		
For		
	Dollars	Cents
Balance brought forward	2,551	34
Add deposits		
Total		
Less this check		
Balance carried forward		

(2)

BANK RECONCILIATION FORM

PLEASE EXAMINE YOUR STATEMENT AT ONCE. ANY DISCREPANCY SHOULD BE REPORTED TO THE BANK IMMEDIATELY.

Problem 11-6 (continued)

(3)

GENERAL JOURNAL

PAGE _____

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT
1				
2				
3				
4				
5				
6				
7				

(4)

GENERAL LEDGER (PARTIAL)

ACCOUNT *Cash in Bank*ACCOUNT NO. **101**

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20--						
Oct. 1	<i>Balance</i>	✓			308950	
30		G6			6864	255134

ACCOUNT *Accounts Receivable—Podaski Systems Inc.*ACCOUNT NO. **115**

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20--						
Oct. 1	<i>Balance</i>	✓			1950	
10		G4	1800		6244	
18		G5		6244		

ACCOUNT *Miscellaneous Expense*ACCOUNT NO. **507**

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20--						
Oct. 10		G4	2000		2000	
25		G6	1000		5000	

Problem 11-6 (concluded)

Problem 11-7 Reconciling the Bank Statement (textbook p. 302)

(1)

\$	No. 1772	
Date	<i>October 31</i>	20 --
To		
For		
	Dollars	Cents
Balance brought forward	13,462	96
Add deposits		
Total		
Less this check		
Balance carried forward		

(2)

BANK RECONCILIATION FORM

PLEASE EXAMINE YOUR STATEMENT AT ONCE. ANY DISCREPANCY SHOULD BE REPORTED TO THE BANK IMMEDIATELY.

1. Record any transactions appearing on this statement but not listed in your checkbook.
2. List any checks still outstanding in the space provided to the right.
3. Enter the balance shown on this statement here.
4. Enter deposits recorded in your checkbook but not shown on this statement.
5. Total Lines 3 and 4 and enter here.
6. Enter total checks outstanding here.
7. Subtract Line 6 from Line 5. This adjusted bank balance should agree with your checkbook balance.

Problem 11-7 (concluded)

(3)

GENERAL JOURNAL

PAGE _____

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT
1				1
2				2
3				3
4				4
5				5
6				6
7				7

(4)

GENERAL LEDGER (PARTIAL)

ACCOUNT *Cash in Bank*ACCOUNT NO. *101*

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20--						
Oct. 30	<i>Balance</i>	✓			1346296	

ACCOUNT *Miscellaneous Expense*ACCOUNT NO. *512*

DATE	DESCRIPTION	POST. REF.	DEBIT	CREDIT	BALANCE	
					DEBIT	CREDIT
20--						
Oct. 30	<i>Balance</i>	✓			61047	

Analyze: _____

**Problem 11-8 Reconciling the Bank Statement
Using the Account Form (textbook p. 302)**


3001 Porterfield Street, Durham, NC 27704

Job Connect
4457 Market Street
Kingston, NC 28150

Account Number: 555113

FDIC

Statement Date: 10/18/20--

Balance Last Statement	Deposits & Other Credits		Checks & Other Debits		Balance This Statement
	No.	Amount	No.	Amount	
452.46	1	288.66	4	396.54	344.58
Description		Checks & Other Debits	Deposits & Other Credits	Date	Balance
Balance Forward				09/15	452.46
Check		105.00		09/18	347.46
Check		59.71		09/22	287.75
Check		87.00		09/29	200.75
Check		45.41		09/29	155.34
Deposit			288.66	10/06	444.00
Returned Check		68.42		10/13	375.58
Service Charge		7.00		10/13	368.58
Service Charge		10.00		10/15	358.58
Service Charge		14.00		10/18	344.58

PLEASE EXAMINE YOUR STATEMENT CAREFULLY. DIRECT ALL INQUIRIES IMMEDIATELY.

Problem 11-8 (concluded)

Analyze: _____