

Bookkeeping Exam

This exam will give our company an idea as to the extent of your bookkeeping skills and will help us to determine if you are capable of fulfilling the position we have available at this time.

1. A bank statement dated January 31 has the following information:

<u>ITEM DESCRIPTION</u>	<u>DATE</u>	<u>AMOUNT</u>
Open Balance	12-31	\$ 547.43
Deposit	1-04	\$ 100.00
Deposit	1-15	\$ 350.00
Check # 1003	1-02	\$ 50.13
Check # 1006	1-07	\$ 10.09
Check # 1007	1-19	\$ 250.00
Check # 1008	1-26	\$ 101.19
Monthly Service Charge	1-31	\$ 5.00
Ending Balance	1-31	\$ 581.02

Your check register has the following transactions:

<u>DATE</u>	<u>CHECK#</u>	<u>AMOUNT</u>
1-04	Deposit	\$ 100.00
12-31	1003	\$ 50.13
1-05	1004	\$ 25.00
1-05	1005	\$ 27.93
1-05	1006	\$ 10.09
1-15	Deposit	\$ 350.00
1-16	1007	\$ 250.00
1-24	1008	\$ 101.19
1-31	Deposit	\$ 212.89

What is your bank statement reconciled balance at January 31? _____

Sample Bookkeeping Test

**Malvern J. Gross, John H.
McCarthy, Nancy E. Shelmon**



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