

VOUCHERS RETURNED

IN ACCOUNT WITH

PLEASE EXAMINE AT ONCE, REPORTING ANY
ERROR DIRECT TO THE ACCOUNTANT

STATEMENT OF ACCOUNT FOR PERIOD ENDING..

AUG 31 1928

BUSINESS SYSTEMS LIMITED, TORONTO.

DATE	CHEQUES IN DETAIL	DATE	DEPOSITS	DATE	BALANCE
	BALANCE BROUGHT FORWARD			JUL 31	54.31
AUG 13	50.00 /	AUG 13	29.98	AUG 13	34.29 *
		AUG 16	100.00	AUG 16	134.29 *

EXPLANATION OF CHARACTERS	{	D —DISCOUNTS CREDITED	RT —RETURNED ITEM	EC —ERROR CORRECTED
		CL —COLLECTIONS CREDITED	DM —DEBIT MEMO.	LST—TOTAL OF SEVERAL CHEQUES
		C/C—CERTIFIED CHEQUE	INT—INTEREST	OD —OVERDRAFT

THE LAST AMOUNT IN THIS COLUMN IS YOUR BALANCE
AT THE END OF THE PERIOD ABOVE MENTIONED

RECONCILEMENT

BALANCE TAKEN FROM YOUR CHECK STUB	\$		
OUTSTANDING CHECKS TO BE ADDED			
No.			
TOTAL	\$		

Write the balance shown by your check book, as found on the last stub you used last month, in the space provided above.

Assort your returned checks numerically or by date.

List above all checks not returned with this statement and add to the balance you took from your check stub.

If all your deposits have been credited, the total should agree with last balance we show on the opposite side of this sheet.

If any deposits have not been credited to your account on the statement the following process is necessary.

Total of deposits we have not credited, if any, \$.....

Your balance as shown on opposite side, - \$.....

Total, - - - - - \$.....

If the above total is now the same as the other total, your record of your account agrees with ours.
If not, correct it.

If you cannot reconcile your account you should call at the bank at your first opportunity and let us assist you in getting a balance.

It is of the utmost importance to YOU that you balance out your account every month before the tenth of the month. It is the only way to protect YOURSELF against loss by forgery, raised checks, and other irregularities.