

End of day banking reconciliation task

Part of your role will involve the handling of money, so it is essential that you are comfortable with banking procedures and numbers. This task require you to complete the end of day bank reconciliation.

The procedure is to check off all the till receipts to make sure everything was entered accurately. Then check the cash to ensure everything is correctly accounted for.

Imagine you have counted the cash in the till already and there is a total of \$535.06 in cash contained within. \$100 dollars of this is the daily float.

This is the banking transaction sheet for the day.

Hospital Banking Reconciliation Sheet 29th May 2013

Patient	Client	Payment Method	Amount
Alice	Jones	Debit card	84.00
Loyal	Brosnan	Cash	117.00
Counter	Sales	Visa	56.95
Loyal	Brosnan	Cash	2.20
Dollar	Wentworth	Visa	84.00
Dollar	Wentworth	Visa	187.44
John	Tennant	Cash	11.00
Counter	Sales	Debit card	56.95
Snoopy	Walker	Master card	250.40
Buster	Riley	Debit card	138.79
Piggy	Riley	Debit card	44.34
Buster	Riley	Debit card	-63.34
Simba	Yu	Cash	108.93
Simba	Yu	Cash	110.10
Tess	Stuckey	Debit card	48.00
Alice	Johnston	Visa	99.20
Tito	Woodham	Visa	159.11
Reed	Xian	Visa	72.68
Gizmo	Robbins	Cash	138.95
Gypsy	Whitgift	Cash	197.64
Gypsy	Whitgift	Cash	-197.64
Gypsy	Whitgift	Debit card	197.64
Holly	Smith	Cash	34.94
Cho Cho	Lee	Cash	32.94
Joey	Waldram	Cash	-84.00
Joey	Waldram	Cash	107.45
Miles	Saunders	Visa	179.12
		Cash	579.51
		Debit card	506.38
		Master card	250.40
		Visa Total	838.50
		Total	2,174.79

The credit/debit card receipts are attached below. Please reconcile the banking and report any problems you find plus what you would do to fix them.

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 13:12

Inv/ROC # 009688

DEBIT
Card (e)

Account Type Cheque

SALE AUD\$138.95

TOTAL AUD\$138.95

APPROVED 00

Auth ID 333475

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 10:34

Inv/ROC # 009679

VISA
AID A00000000031010
ANZSmartPay Card (c*)

Account Type Credit

SALE AUD\$271.44

TOTAL AUD\$271.44

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 11:20

Inv/ROC # 009681

MASTERCARD
AID A00000000041010
MasterCard Card (c*)

Account Type Credit

SALE AUD\$250.40

TOTAL AUD\$250.40

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 12:33

Inv/ROC # 009687

VISA
AID A00000000031010
Visa Credit Card (c*)

Account Type Credit

SALE AUD\$72.68

TOTAL AUD\$72.68

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 13:29

Inv/ROC # 009689

VISA
Card

Account Type Savings

SALE AUD\$197.64

TOTAL AUD\$197.64

APPROVED 00

Auth ID 000000

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 11:16

Inv/ROC # 009680

DEBIT
Card (s)

Account Type Savings

SALE AUD\$56.95

TOTAL AUD\$56.95

APPROVED 00

Auth ID 000000
C.S.

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 10:20

Inv/ROC # 009678

DEBIT
Card (s)

Account Type Credit

SALE AUD\$56.95

TOTAL AUD\$56.95

APPROVED 00

Auth ID 931726

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 11:46

Inv/ROC # 009682

DEBIT
Card (s)

Account Type Cheque

SALE AUD\$183.13

TOTAL AUD\$183.13

APPROVED 00

Auth ID 637984

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 12:07

Inv/ROC # 009685

VISA
AID A00000000031010
Visa Credit
Card

Account Type Credit

SALE AUD\$99.20

TOTAL AUD\$99.20

APPROVED 00

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 11:58

Inv/ROC # 009684

DEBIT
Card

Account Type Cheque

SALE AUD\$48.00

TOTAL AUD\$48.00

APPROVED 00

Auth ID 000000

EFTPOS FROM WESTPAC

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 11:58

Inv/ROC # 009684

DEBIT
Card

Account Type Cheque

SALE AUD\$48.00

TOTAL AUD\$48.00

APPROVED 00

Auth ID 000000

*** MERCHANT COPY ***

Merchant ID
Terminal ID
Date 29 MAY 13
Time 12:25

Inv/ROC # 009686

VISA
AID A00000000031010
Visa Credit
Card

Account Type Credit

SALE AUD\$159.11

TOTAL AUD\$159.11

APPROVED 00

Auth ID 704988
TC CDBEF50B6C6C8761



How to send back your answers

List your answers in a word document and when complete, be sure to save it on your computer with the file name (Receptionist task –End of day bank reconciliation – your name.doc).

Please do not send back documents individually. All documents should be returned together via email.

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