

## UNIT A — Accounting Terms

**DIRECTIONS:** Select the one term in Column I that best fits each definition in Column II. Print the letter identifying your choice in the Answers column.

## Column I

- A. CBA numbers
- B. bank balance
- C. bank service charge
- D. bank statement
- E. blank endorsement
- F. cancelled cheques
- G. current account
- H. deposit slip
- I. depositor
- J. dishonored cheque
- K. drawee
- L. drawer
- M. endorsement
- N. making a deposit
- O. memorandum
- P. outstanding cheques
- Q. outstanding deposits
- R. payee
- S. magnetic ink characters
- T. reconciling a bank statement
- U. restrictive endorsement
- V. savings account
- W. signature card
- X. special endorsement
- Y. voiding a cheque

## Column II

- 0. Placing cash in a bank account.....
- 1. A bank account from which a business can order payments to others.....
- 2. The person or business in whose name cash is deposited....
- 3. A cheque that a bank refuses to pay.....
- 4. A bank account on which a bank pays interest to a depositor.....
- 5. A form on which a brief message is written.....
- 6. A form signed by each person authorized to sign cheques..
- 7. Bringing bank statement and chequebook balances into agreement.....
- 8. A bank form on which a depositor lists all cash and cheques being deposited.....
- 9. A charge made by a bank for maintaining a current account.....
- 10. Identification numbers assigned to banks by the Canadian Bankers Association.....
- 11. Deposits made but not yet shown on a bank statement.....
- 12. An endorsement restricting transfer of a cheque.....
- 13. A signature or stamp on a cheque's back transferring ownership.....
- 14. An endorsement stating to whom a cheque is to be paid....
- 15. An endorsement consisting only of the endorser's signature.....
- 16. Special numbers printed by banks along the bottom of cheques.....
- 17. Cheques issued by a depositor but not yet received by a bank.....
- 18. A person or business issuing a cheque.....
- 19. Cheques paid by a bank and returned to a depositor.....
- 20. A person or business to whom a cheque is issued.....
- 21. A bank on which a cheque is drawn.....
- 22. The up-to-date balance appearing on a depositor's bank records.....
- 23. A report of deposits, withdrawals, and bank balance sent to a depositor by a bank.....
- 24. Marking a cheque so that it cannot be used.....

Answers	For Scoring
N	0. ✓
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	2.
	3.
	4.
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