

## Your Bank Statement needs to include the following details:

	<i>Tick if you have included:</i>
<b>Account Name and Number</b>	Each customer has a unique Account Number and Name.
<b>Bank Name</b>	Be creative. Should you have spare time, you may decide to create a logo.
<b>Bank's Details</b>	Remember customers may use the statement to find the bank's contact details or BSB number.
<b>Statement Date</b>	Look closely at the list of deposits and withdrawals. Decide on a suitable date. Remember, statements are usually issued monthly.
<b>Account Summary</b>	Include a statement number and balance at close of the statement period.
<b>Transaction Details</b>	You will need a column for the date, Transaction Description, Debits, Credits, and a running Balance.
<b>Current Interest Details</b>	What is Interest Rate at the moment? How much interest was earned during this statement period?
<b>Deposit Slip</b>	Optional

## Include these transactions in your statement:

Opening balance	\$10,450	
14/05/15	Direct Debit Mobile Phone	- \$45.00
16/05/15	Fortnightly Wage	\$1620.00
17/05/05	Online Shopping – Woolworths Pty Ltd	-\$260.00
17/05/05	Credit Interest from April	\$17.60
20/05/05	Birthday Bonus	\$500.00
23/05/05	Council Rates	-\$345.00
29/05/05	Transfer to home loan	-\$200.00
29/05/05	Payment for Overtime	\$378.00
01/06/15	Fortnightly Wage	\$1620.00
02/06/15	Quarterly Car Registration South Australia	-\$176.00
05/06/15	Bob Jones Tyres	-\$876.00
09/06/15	Online Shopping – Woolworths Pty Ltd	-\$165.78
10/06/15	Electricity bill	- \$233.00
12/06/15	Transfer to home loan	- \$200.00

