**Unified Exam Bookkeeping and Accounts Past Year Papers Collection - Year 2015 Question 2(a)**

On 31 December 2014, the Cash Book (bank columns) of Chin Aik Trading showed a debit balance of RM750.

The monthly Bank Statement written up to 31 December 2014 showed a credit balance of RM1,475.

By checking the Cash Book with the Bank Statement, it was discovered that the following transactions had not been entered in the Cash Book:

1. Commission due to the business of RM120 had been paid directly to the bank.
2. A credit transfer for personal tax refund of RM130 had been collected by the bank.
3. An amount of RM15 was charged by the bank.
4. A direct debit of RM35 magazine subscription for office use had been paid by the bank.
5. A standing order of RM100 for the owner's personal loan repayment had been paid by the bank.
6. The owner's personal fixed deposit amount balance of RM700 was transferred into the bank account.

A further checking revealed that the transactions which have not been recorded by the bank are as follows:

1. Two cheques drawn in favour of Tan Enterprise RM125 and Fong Trading RM145 had not been presented for payment.
2. Cheques amounting to RM345 had been paid to the bank on 31 December 2014 but had only been credited by the bank on 21 January 2015.

**You are required to:**

1. Bring the Cash Book up to date;
2. Prepare a Bank Reconciliation Statement as at 31 December 2014, and the state clearly whether each balance is a debit or a credit.