



## Task Title: Completing a Bank Deposit Form

OALCF Cover Sheet – Practitioner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes ☐ No ☐

**Goal Path:** Employment ☒ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

**Task Description:** Learner will complete a bank deposit form on behalf of a workplace.

### Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage money/C1.1

### Materials Required:

- Pen/pencil and paper and/or digital device
- Calculator or digital device with calculator function

## Learner Information

Many workplaces make daily or weekly deposits at a credit union or bank. A deposit form/slip needs to be carefully filled out in advance.

Review the blank "Account Deposit Slip" for *Any Company*.

### Account Deposit Slip

| CREDIT ACCOUNT OF:                                                                                                                                                                                                                                                                                                                                                                                                         |  | CURRENT ACCOUNT DEPOSIT SLIP                                                                                                                                                                                                |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|-----|--|--|-----|--|--|-----|--|--|------|--|--|-----------|--|--|-----------|--|--|------|--|--|---------------|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------|--|--|---------------|--|--|---------------|--|--|-----------------|--|--|-----------|--|--|------|--|--|-----------|--|--|------|--|--|
| <b>ANY COMPANY</b><br>12345-678 000-000-0                                                                                                                                                                                                                                                                                                                                                                                  |  | YOUR BANK<br>YOUR BRANCH<br>ADDRESS<br>CITY, POSTAL CODE                                                                                                                                                                    |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| <b>CREDIT ACCOUNT OF:</b><br><b>ANY COMPANY</b><br>12345-678 000-000-0                                                                                                                                                                                                                                                                                                                                                     |  | <b>CREDIT ACCOUNT OF:</b><br><b>ANY COMPANY</b><br>12345-678 000-000-0                                                                                                                                                      |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| DATE<br><div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div> <div> <div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div> </div>                                                                                                                                                                                                |  | DATE<br><div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div> <div> <div>D</div><div>D</div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div> </div> |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| <b>LIST OF CHEQUES</b><br>PLEASE LIST FOREIGN CHEQUES ON SEPARATE DEPOSIT SLIP<br><b>CHEQUE IDENTIFICATION</b>                                                                                                                                                                                                                                                                                                             |  | <b>INITIALS</b><br><div> <div>DEPOSITOR</div> <div>TELLER</div> </div>                                                                                                                                                      |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 15                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 16                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| 17                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| <b>CASH COUNT</b>                                                                                                                                                                                                                                                                                                                                                                                                          |  | <b>DEPOSIT</b>                                                                                                                                                                                                              |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| <table border="1"> <tr><td>X5</td><td></td><td></td></tr> <tr><td>X10</td><td></td><td></td></tr> <tr><td>X20</td><td></td><td></td></tr> <tr><td>X50</td><td></td><td></td></tr> <tr><td>X100</td><td></td><td></td></tr> <tr><td>X\$1 COIN</td><td></td><td></td></tr> <tr><td>X\$2 COIN</td><td></td><td></td></tr> <tr><td>COIN</td><td></td><td></td></tr> <tr><td>CASH SUBTOTAL</td><td></td><td></td></tr> </table> |  | X5                                                                                                                                                                                                                          |  |  | X10 |  |  | X20 |  |  | X50 |  |  | X100 |  |  | X\$1 COIN |  |  | X\$2 COIN |  |  | COIN |  |  | CASH SUBTOTAL |  |  | <table border="1"> <tr><td>ENTER CREDIT CARD</td><td></td><td></td></tr> <tr><td>VOUCHER TOTAL</td><td></td><td></td></tr> <tr><td>CASH SUBTOTAL</td><td></td><td></td></tr> <tr><td>CHEQUE SUBTOTAL</td><td></td><td></td></tr> <tr><td>U.S. CASH</td><td></td><td></td></tr> <tr><td>RATE</td><td></td><td></td></tr> <tr><td>U.S. CHQS</td><td></td><td></td></tr> <tr><td>RATE</td><td></td><td></td></tr> </table> |  | ENTER CREDIT CARD |  |  | VOUCHER TOTAL |  |  | CASH SUBTOTAL |  |  | CHEQUE SUBTOTAL |  |  | U.S. CASH |  |  | RATE |  |  | U.S. CHQS |  |  | RATE |  |  |
| X5                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| X10                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| X20                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| X50                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| X100                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| X\$1 COIN                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| X\$2 COIN                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| COIN                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| CASH SUBTOTAL                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| ENTER CREDIT CARD                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| VOUCHER TOTAL                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| CASH SUBTOTAL                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| CHEQUE SUBTOTAL                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| U.S. CASH                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| RATE                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| U.S. CHQS                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| RATE                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| CHEQUE SUBTOTAL \$ <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div>                                                                                                                                                                                                                                                                                                   |  | DEPOSIT TOTAL \$ <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div>                                                                                                      |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |
| TOTAL NUMBER OF CHEQUES <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div>                                                                                                                                                                                                                                                                                              |  |                                                                                                                                                                                                                             |  |  |     |  |  |     |  |  |     |  |  |      |  |  |           |  |  |           |  |  |      |  |  |               |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                   |  |  |               |  |  |               |  |  |                 |  |  |           |  |  |      |  |  |           |  |  |      |  |  |

## Work Sheet

### Task 1: Complete the deposit slip using the following information:

- **Date: September 22 2024**
- **Depositor Name: Abir Bahir**
- **Cheque: Joanna Smith \$53.00**
- **Cheque: Michael Johnson \$82.50**
- **Cash:**
  - **28 Loonies**
  - **61 Toonies**
  - **25 - \$5**
  - **36 - \$10**
  - **121 - \$20**
  - **3 - \$50**
  - **1 - \$100**

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

### Task 2: Calculate the total deposited and fill in the form.

Answer: No written response required here.

Task completed: Yes: ☐ No: ☐

## Answers

### **Task 1: Complete the deposit slip using the following information:**

- **Date: September 22 2024**
- **Depositor Name: Abir Bahir**
- **Cheque: Joanna Smith \$53.00**
- **Cheque: Michael Johnson \$82.50**
- **Cash:**
  - **28 Loonies**
  - **61 Toonies**
  - **25 - \$5**
  - **36 - \$10**
  - **121 - \$20**
  - **3 - \$50**
  - **1 - \$100**

Answer: See completed form below.

### **Task 2: Calculate the total deposited and fill in the form.**

Answer: See completed form below.

## 5

### Performance Descriptors

| Levels | Performance Descriptors                                                                                     | Needs Work | Completes task with support from practitioner | Completes task independently |
|--------|-------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------|------------------------------|
| B3.2a  | uses layout to determine where to make entries                                                              |            |                                               |                              |
|        | begins to make some inferences to decide what information is needed, where and how to enter the information |            |                                               |                              |
|        | makes entries using a limited range of vocabulary                                                           |            |                                               |                              |
|        | follows instructions on documents                                                                           |            |                                               |                              |
| C1.1   | adds, subtracts, multiplies and divides whole numbers and decimals                                          |            |                                               |                              |
|        | recognizes values in number and word format                                                                 |            |                                               |                              |
|        | interprets and represents costs using monetary symbols and decimals                                         |            |                                               |                              |

Task Title: CompletingABankDepositForm\_E\_B3.2a\_C1.1

|  |                                                                                                                               |  |  |  |
|--|-------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|  | uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) |  |  |  |
|--|-------------------------------------------------------------------------------------------------------------------------------|--|--|--|

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

|  |
|--|
|  |
|--|

Instructor (print):

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Learner (print):

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