

Items Requiring Attention

<u>Item No.</u>	<u>Description of Items Requiring Attention</u>	<u>Action Required</u>	<u>Action Taken</u>
1	Reconcile bank statement balance to general ledger.	Prepare bank rec. Prepare journal entries if needed.	Done Done
2	Analyze the balance in the account Prepaid Expenses.	Prepare schedule showing the amount that is prepaid. Prepare the necessary journal entries to adjust the account balance.	