

name: \_\_\_\_\_

date: \_\_\_\_\_



## reconciling an account

use the bank statement, the check register, and the reconciliation worksheet on the following page to balance this checkbook.

THIS STATEMENT COVERS 6/20/01 through 7/19/01			
CHECKING	Previous Statement Balance On 6/19/01		150.67
ACCOUNT	Total of 1 Deposits For		1200.00 +
0471-678	Total of 6 Withdrawals For		1246.98 -
	Total Service Charges		0.00 -
	<b>New Balance</b>		<b>103.69 +</b>
<b>CHECKS AND OTHER DEBITS</b>	<b>CHECK</b>	<b>DATE PAID</b>	<b>AMOUNT</b>
	161	6/21	216.30
	162	6/26	82.87
	163	6/29	1000.00
	ATM Withdrawal #00281 at ATM #423A	6/18	35.00
	ATM Withdrawal #00476 at ATM #426B	6/25	20.00
	Check Card #00586 Foodland EFT	6/18	55.00
	Check Card #01275 EZ-Shoppe	6/26	54.11
<b>DEPOSITS AND OTHER CREDITS</b>		<b>DATE POSTED</b>	<b>AMOUNT</b>
	Transfer from 4039-557 at ATM #423C	6/23	1200.00

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT	BALANCE		
			366	97		216	30	
161	6/4	Sound Out	216	30		216	30	
		new tape deck				150	67	
ATM	6/18	withdrawal	35	00		35	00	
		spending money				115	67	
ChkCrd	6/18	Check Card	55	00		55	00	
		Foodland Groceries				60	67	
ATM	6/23	deposit			1200	00	1200	00
		transfer from savings				1260	67	
162	6/24	Racy's	82	87		82	87	
		new clothes				117	80	
ATM	6/25	withdrawal	20	00		20	00	
		movie and pizza				117	80	
163	6/26	Woodland Apt's.	1000	00		1000	00	
		rent for everyone				157	80	
ChkCrd	6/26	E-Z Shoppe	54	11		54	11	
		groceries				103	69	
164	7/5	CD Place	26	31		26	31	
		acct. #7M3406				77	38	
165	7/14	Lucasfilm Ltd.	10	00		10	00	
		Monkey Island T-shirt				67	38	
ATM	7/19	deposit			253	17	253	17
		paycheck				320	55	

## **reconciling an account (continued)**

enter

## The New Balance shown on your statement

add

Any deposits or transfers listed in your register that are not shown on your statement

\$

68

69

total

+ \$

### calculate the subtotal

\$

**subtract**

### Your total outstanding checks and withdrawals

- \$ \_\_\_\_\_

### calculate the ending balance

This amount should be the same as the current balance in your check register

\$

**use the reconciliation worksheet above to answer the following questions:**

1. What is the new balance shown on the statement?
2. What is the total amount of deposits listed in the check register but not shown on the statement?
3. What is the sum of the new balance and the deposits not shown on the statement?
4. What is the total amount of outstanding checks and withdrawals?
5. What is the ending balance?