

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 ACCOUNT 0471-678	Previous Statement Balance On 6/19/01	150.67	
	Total of 1 Deposits For	1200.00 +	
	Total of 6 Withdrawals For	1246.98 -	
	Total Service Charges	0.00 -	
New Balance		103.69 +	
CHECKS AND OTHER DEBITS	CHECK	DATE PAID	AMOUNT
	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
DEPOSITS AND OTHER CREDITS	DATE POSTED	AMOUNT	
Transfer from 4039-557 at ATM #423C	6/23	1200.00	

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT		BALANCE	
							366	97
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					1177	80
ATM	6/25	withdrawal	20	00			20	00
		movie and pizza					1157	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
		pay check					320	55

reconciling an account (continued)

ITEMS OUTSTANDING		
NUMBER	AMOUNT	
TOTAL		

enter

The New Balance shown
on your statement

\$ _____

add

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

\$ _____

\$ _____

\$ _____

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?