

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. new tape deck	216	30		216	30	
ATM	6/18	withdrawal spending money	35	00		35	00	
ChkCrd	6/18	Check Card Foodland Groceries	55	00		55	00	
ATM	6/23	deposit transfer from savings			1200	00	1200	00
162	6/24	Racy's new clothes	82	87		82	87	
ATM	6/25	withdrawal movie and pizza	20	00		20	00	
163	6/26	Woodland Apt's. rent for everyone	1000	00		1000	00	
ChkCrd	6/26	E-Z Shoppe groceries	54	11		54	11	
164	7/5	CD Place acct. #7M3406	26	31		26	31	
165	7/14	Lucasfilm, Ltd. "Monkey Island" T-shirt	10	00		10	00	
ATM	7/19	deposit pay check			253	17	253	17
						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?