

Balancing a Checking Account

USING A BANK STATEMENT TO BALANCE

The word “reconciliation” means to compare your bank statement to your check register — also called “balancing.” To reconcile means that the two balances should match. Use this bank statement, and the check register on worksheet 22, to balance this checking account.



BANK STATEMENT

Beginning Balance	627.79	Ending Balance	646.34
Debits			
621	2/14	Shelly Pugh	64.23
622	2/16	Lauren Backhas	17.96
624	3/9	Hank's Hardware	63.41
625	3/7	Rent-a-Show	14.00
AWD	3/6	Bohn's Insurance	95.00
Credits			
-	2/20	deposit	315.00
-	3/6	deposit	258.00

CHECKING ACCOUNT RECONCILIATION

Checkbook Balance	\$ _____
Deposits Not Recorded	\$ _____
Miscellaneous Credits	\$ _____
Total to Add	\$ _____
Service Charges	\$ _____
Overdraft Charges	\$ _____
AWD's	\$ _____
Miscellaneous Debits	\$ _____
Total to Subtract	\$ _____
Adjusted Balance	\$ _____

Checks Outstanding	
Number	Amount
Total	\$ _____

Bank Balance Shown on this Statement	\$ _____
ADD	
Deposits Not Credited in this Statement (if any)	\$ _____
	\$ _____
	\$ _____
Total to Add	\$ _____
SUBTRACT	
Checks Outstanding	\$ _____
	\$ _____
Adjusted Balance	\$ _____