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	626	3/10	Lee's Market	68.88
622	2/16	Lauren Backhas	17.96	627	3/9	Northwest Gas	142.91
624	3/9	Hank's Hardware	63.41	628	3/14	Midstate Bell	71.21
625	3/7	Rent-a-Show	14.00		3/15	Service Charge	16.85
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 $ _____