

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			
<b>CHECKING ACCOUNT</b> 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	-
	<b>New Balance</b>	<b>103.69</b>	<b>+</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
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

---

The **New Balance** shown  
on your statement \$ \_\_\_\_\_

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

**calculate the subtotal**      \$ \_\_\_\_\_

Your total outstanding checks and withdrawals - \$ \_\_\_\_\_

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