name:	date:	



reconciling an account

use the bank statement, the check register, and the reconciliation worksheet on the following page to balance this checkbook.

		STATEMENT COVERS 11 through 7/19/01		
CHECKING	Previous Statement Balance On 6/19/01			150.67
ACCOUNT	Total of 1 Deposits For			1200.00 +
0471-678	Total of 6 Withdrawals For		1246.98 - 0.00 -	
	Total Service Charges			0.00 -
	New Balance			103.69 +
CHECKS AND		CHECK	DATE PAID	AMOUNT
OTHER DEBITS		161	6/21	216.30
		162	6/26	82.87
		163	6/29	1000.00
	ATM Withdrawal #00281 at ATM #423A	A	6/18	35.00
	ATM Withdrawal #00476 at ATM #426E	3	6/25	20.00
	Check Card #00586 Foodland EFT		6/18	55.00
	Check Card #01275 EZ-Shoppe		6/26	54.11
DEPOSITS AND			DATE POSTED	AMOUNT
OTHER CREDITS	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		<i>35 00</i>
		spending money			115 67
ChkCrd	6/18	Check Card	55 00		55 00
		Foodland Groceries			60 67
ATM	6/23	deposit		1200 00 12	200 00
		transfer from savings		12	260 67
162	6/24	Racy's	82 87		82 87
		new clothes			177 80
ATM	6/25	withdrawal	20 00		20 00
		movie and pizza			157 80
163	6/26	Woodland Apt's.	1000 00	10	00 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	53 17
		pay check			20 55

reconciling an account (continued)

ITEMS OUTSTANDING		enter	enter		
NUMBER	AMOUNT	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 balan	ice		
TOTAL		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?