

Name: \_\_\_\_\_ Period: \_\_\_\_\_ Date: \_\_\_\_\_

## Reconciling Your Account- Practice- KEY

### Bank Statement

<b>Checking Account 987-654</b>	<b>Previous Statement Balance on 4/19/12</b>		\$546.32	<b>This Statement Covers 4/20/12 - 5/18/12</b>	
	<b>Total of 4 Deposits</b>		\$700.00		
	<b>Total of 8 Withdraws</b>		\$320.00		
<b>Checks &amp; Other Debits 987-654</b>	<b>Check</b>	<b>Date Paid</b>		<b>Amount</b>	
	110	4/21		\$25.00	
	111	4/21		\$15.00	
	113	5/11		\$30.00	
	114	5/12		\$45.00	
	115	5/16		\$65.00	
	<b>Withdraws at ATM</b>		4/28		\$80.00
			5/01		\$40.00
		5/13		\$20.00	
<b>Deposits &amp; Other Credits</b>			<b>Date Posted</b>	<b>Amount</b>	
			4/25	\$200.00	
			5/02	\$150.00	
			5/09	\$200.00	
			5/16	\$150.00	
<b>Fees &amp; Other Charges</b>	Monthly Service Charge			\$7.99	
	<b>Current Balance (as of 5/18/12)</b>			\$918.33	

### Check Registry

Check No.	Date	Description	Transaction Amount (-)	Deposit Amount (+)	X	Balance
	4/19	ATM	\$100.00		X	\$546.32
110	4/19	Haircut	\$25.00		X	\$521.32
111	4/20	Drycleaners	\$15.00		X	\$506.32
	4/25	Deposit		\$200.00	X	\$706.32
	4/28	ATM	\$80.00		X	\$626.32
112	4/30	Debbie Marks	\$75.00			\$551.32
	5/01	ATM	\$40.00		X	\$511.32
	5/02	Deposit		\$150.00	X	\$661.32
	5/09	Deposit		\$200.00	X	\$861.32
113	5/09	Gas	\$30.00		X	\$831.32
114	5/10	Groceries	\$45.00		X	\$786.32

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	5/13	ATM	\$20.00		X	\$766.32
115	5/14	Electric Bill	\$65.00		X	\$701.32
	5/16	Deposit		\$150.00	X	\$851.32
	5/19	Debit- Groceries	\$83.00			\$768.32

### **Reconciling the Account:**

- Determine if there are any charges listed on the registry that have not been processed by the bank. List the amounts below.  
**Check #112- \$75.00**  
**Debit- \$83.00**
- What is the total available balance for the current statement? **\$918.33**
- What is the total of outstanding transactions? (Listed above) **\$158.00**
- Subtract the outstanding balance for the current balance to determine your actual balance.
- What is the actual balance of the account? **\$760.33**

### **Short Answer:**

What was causing the difference in the balance between the statement and check registry?

**Outstanding transactions are not listed on the bank statement and the service charge is not listed on the check registry.**

What needs to be done to make sure the two amounts are equal?

**Subtract the service charge from the balance on the check registry and subtract the outstanding transactions from the bank statement.**