Name: _____ Period: _____ Date: _____

Reconciling Your Account- Practice

Bank Statement

Checking Account 987-654	Previous Statement Balance on 4/19/12 — $546.32 Total of 4 Deposits — $700.00 Total of 8 Withdraws — $320.00		This Statement Covers 4/20/12 - 5/18/12
Checks & Other Debits **987-654**	**Check**	**Date Paid**	**Amount**
	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
	Withdraws at ATM	4/28	$80.00
		5/01	$40.00
		5/13	$20.00
Deposits & Other Credits		**Date Posted**	**Amount**
		4/25	$200.00
		5/02	$150.00
		5/09	$200.00
		5/16	$150.00
Fees & Other Charges	Monthly Service Charge		$7.99
Current Balance (as of 5/18/12)			$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			$521.32
111	4/20	Drycleaners	$15.00			$506.32
	4/25	Deposit		$200.00		$706.32
	4/28	ATM	$80.00			$626.32
112	4/30	Debbie Marks	$75.00			$551.32
	5/01	ATM	$40.00			$511.32

You Better Reconcile

	5/02	Deposit		$150.00		$661.32
	5/09	Deposit		$200.00		$861.32
113	5/09	Gas	$30.00			$831.32
114	5/10	Groceries	$45.00			$786.32
	5/13	ATM	$20.00			$766.32
115	5/14	Electric Bill	$65.00			$701.32
	5/16	Deposit		$150.00		$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.

- What is the total available balance for the current statement? _____

- What is the total of outstanding transactions? (Listed above) _____

- Subtract the outstanding balance for the current balance to determine your actual balance.

- What is the actual balance of the account? _____

Short Answer:

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

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