LET'S PRACTICE – BALANCING YOUR ACCOUNT Key

From the check register and monthly bank statement below, reconcile your account using the reconciliation form on page 19.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (−)	✓ T	FEE (IF ANY) (−)	DEPOSIT/CREDIT (+)	BALANCE
							$ 2575 40
4881	9/2	Record Shop	10 00	✓			2565 40
4882	9/15	The Village	32 00	✓			2533 40
4883	9/15	Crown Repair	24 50				2508 90
4884	9/17	Target Implement	15 00				2493 90
4885	9/18	Brown's Groceries	29 45	✓			2463 95
	9/19	Deposit		✓		100 00	2563 95
4886	9/26	SAS Photos	10 00	✓			2553 95
4887	9/26	Cubs Clothing	40 00				2513 95
	9/28	Deposit		✓		269 00	2782 95
4888	10/2	Water Commissioner	40 00	✓			2742 95
	10/11	Deposit				269 00	3011 95
4889	10/15	Mary Morrison	25 00				2986 95 *

REMEMBER TO RECORD AUTOMATIC PAYMENTS / DEPOSITS ON DATE AUTHORIZED

Check Register

MAIN BANK
2100 MAIN AVE
SHOREVIEW MN 55126

24 HOUR TELEPHONE TRANSFER LINE – 123-5678
CUSTOMER SERVICE NUMBER – 567-1234 EXT 290

JAMES C. MORRISON
MARY A. MORRISON
1234 SHERIDAN DRIVE
SHOREVIEW MN 55126

PAGE 1

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DEPOSIT ACCOUNTS

DETAIL CHECKING
REGULAR CHECKING
ACCOUNT: 241013685
SOC. SEC. 490-35-6244

THIS STATEMENT SHOWS ALL ACCOUNT TRANSACTIONS FROM SEP 14,— THRU OCT 12,—.

DEPOSITS		CHECKS AND DEDUCTIONS						DAILY BALANCES	
DATE	AMOUNT	NO.	DATE	AMOUNT	NO.	DATE	AMOUNT	DATE	AMOUNT
9/19	100.00	4882	9/15	32.00				9/15	2533.40
		—						9/18	2503.45
		—						9/19	2603.45
9/28	269.00	4885	9/18	29.95				9/26	2593.45
		4886	9/26	10.00				9/28	2862.45
		—						10/02	2822.45
		4888	10/02	40.00					

— INDICATES ONE OR MORE MISSING CHECKS

BEGINNING BALANCE 9/14/—	DEPOSITS & CREDITS		CHECKS & DEBITS		ENDING BALANCE 10/12/—
	NO.	AMOUNT	NO.	AMOUNT	
2565.40	2	369.00	4	111.95	2822.45

ENCLOSURES: 8

Monthly Bank Statement

Reconciliation Form

HOW TO BALANCE YOUR ACCOUNT

1. Check off in your account register each transaction shown on the front of this statement. In the appropriate space to the right, list the deposits and checks or withdrawals which are listed in your register but not on the statement.
2. Total these two columns.
3. ENTER your ending balance from the front of this statement.
4. ADD to your balance the total of the deposits made to your account but not listed on the statement.
5. SUBTRACT the total of the withdrawals made from your account but not listed on the statement.
6. THIS IS YOUR BALANCE.

1	DEPOSITS, CHECKS AND WITHDRAWALS NOT LISTED ON THIS STATEMENT		
	DEPOSITS	CHECK NUMBER	CHECKS AND WITHDRAWALS
	269.00	4883	24.50
		4884	15.00
		4887	40.00
		4889	25.00
2	269.00		104.50

3	Bank	ENDING BALANCE FROM THE FRONT OF THIS STATEMENT	2822.45
4	+	PLUS THE TOTAL FROM THE DEPOSITS COLUMN ABOVE	+ 269.00
		SUB-TOTAL	3091.45
5	—	MINUS THE TOTAL OF THE WITHDRAWAL COLUMN ABOVE	— 104.50
6		BALANCE (Should agree with register balance)	2986.95 *

If you think there is an error in your statement, please telephone or write us promptly at the phone number or address shown on the front of this statement.