

Name _____



Date _____

Balancing a Checkbook

Bailey's bank statement included the following information. Balance the checkbook using a reconciliation form.

**Money Instructor Bank****CHECKING ACCOUNT STATEMENT****DEPOSITS**

JAN 12	Deposit	\$100.13
FEB 14	Deposit	\$70.19
FEB 17	Deposit	\$93.43
FEB 26	Deposit	\$120.09
MAR 1	Deposit	\$148.15
MAR 2	Deposit	\$177.36
MAR 11	Deposit	\$87.09

PAYMENTS

JAN 2	Check 193 to Justin's Jewellery	\$138.78
JAN 3	Check 194 to Ryan's Travel Agency	\$183.30
JAN 5	Check 195 to Mackenzie's Phone Company	\$14.03
JAN 16	Check 197 to Jacob's Restaurant	\$118.17
JAN 22	Check 198 to Joshua's Clothing Store	\$66.07
JAN 26	Check 199 to Brianna's Clothing Store	\$72.88
FEB 23	Check 201 to Caleb's Books	\$56.11

BEGINNING BALANCE:\$1,320.94**ENDING BALANCE:**\$1,468.04

RECONCILIATION STEPS

1. Using your bank statement, **update** your check register with any transactions that you did not previously record, including interest earned, service charges, etc.

In your check register (checkbook), mark with a check (✓) all checks paid, and deposits credited. If the items are on the Bank Statement, then ✓ them off in your register!

2. Then using the table on below, list all all outstanding checks (no check mark in your check register -- not yet charged to your account):

CHECKS OUTSTANDING (Step 2)		
Check Number	Amount	
TOTAL CHECKS OUTSTANDING		

3. Using the second table below, list all deposits or other credits recorded in your register that are not shown on this statement:

DEPOSITS OUTSTANDING (Step 3)		
Date	Amount	
TOTAL DEPOSITS OUTSTANDING		

FIGURE THE BALANCE	Amount	
4. Enter ending balance on your bank statement :		
5. ADD TOTAL Deposits Outstanding		
6. New Balance		
7. SUBTRACT TOTAL Checks Outstanding		
8. Ending Balance (This number should match the ending balance in your checkbook register. If not, then there is an error.)		

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Bailey's current checkbook register:

CHECK NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓	FEE (-)	DEPOSIT/CREDIT (+)	BALANCE \$1,320.94
193	JAN 2	Justin's Jewellery	138.78				1,182.16
194	JAN 3	Ryan's Travel Agency	183.30				998.86
195	JAN 5	Mackenzie's Phone Company	14.03				984.83
196	JAN 8	Ryan's Jewellery	94.29				890.54
	JAN 12	Deposit				100.13	990.67
197	JAN 16	Jacob's Restaurant	118.17				872.50
	JAN 20	Deposit				159.15	1,031.65
198	JAN 22	Joshua's Clothing Store	66.07				965.58
199	JAN 26	Brianna's Clothing Store	72.88				892.70
	JAN 27	Deposit				18.04	910.74
	FEB 14	Deposit				70.19	980.93
	FEB 17	Deposit				93.43	1,074.36
200	FEB 21	Riley's Gas and Electric	116.62				957.74
201	FEB 23	Caleb's Books	56.11				901.63
	FEB 26	Deposit				120.09	1,021.72
	MAR 1	Deposit				148.15	1,169.87
	MAR 2	Deposit				177.36	1,347.23
202	MAR 6	Aidan's Electronics	66.31				1,280.92
	MAR 9	Deposit				108.22	1,389.14
	MAR 11	Deposit				87.09	1,476.23

