reconciling an account

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT		BALANCE	
							366	97
161	6/4	Sound Out	216	30			216	30
		new CD player					150	67
ATM	6/18	withdrawal	35	00			35	00
		spending money					115	67
ChkCrd	6/18	Check Card	56	00			55	00
		Foodland Groceries					60	67
ATM	6/23	deposit			1200	00	2100	00
		transfer from savings					1260	67
162	6/24	Racy's	82	87			82	87
		new clothes					1177	80
ATM	6/25	withdrawal	20	00			20	00
		movie and pizza					1157	80
163	6/26	Woodland Apt's	1000	00			1000	00
		rent					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	1/19	deposit			253	17	253	17
		pay check					320	55

THIS STATEMENT COVERS
6/20/ through 7/19/

CHECKING ACCOUNT 0471-678	Previous Statement Balance On 6/19/			150.67
	Total of 1 Deposits For			1200.00 +
	Total of 6 Withdrawals For			1246.98 -
	Total Service Charges			0.00 -
	New Balance			103.69 +
CHECKS AND OTHER DEBITS		CHECK	DATE PAID	AMOUNT
		161	6/21	216.30
		162	6/26	82.87
		163	6/29	1000.00
	ATM Withdrawal #00281 at ATM #423A		6/18	35.00
	ATM Withdrawal #00476 at ATM #426B		6/25	20.00
	Check Card #00586 Foodland EFT		6/18	55.00
	Check Card #01275 EZ-Shoppe		6/26	54.11
DEPOSITS AND OTHER CREDITS			DATE POSTED	AMOUNT
	Transfer from 4039-557 at ATM #423C		6/23	1200.00

HOW TO BALANCE YOUR ACCOUNT

1. Check off entries in the register that match entries on the statement.
2. List the checks and other payments that are still outstanding.
3. Subtract bank charge(s) from your checkbook.
4. Complete the reconciliation form shown below.

CHECKS OUTSTANDING		
No.	$	
TOTAL		

BALANCE SHOWN ON STATEMENT	$	
ADD DEPOSITS NOT SHOWN		
SUB-TOTAL		
SUBTRACT CHECKS OUTSTANDING		
BALANCE		

If any service charge is indicated on this statement, subtract the amount from the balance in your checkbook. Your checkbook balance and the balance shown above should then be in agreement.