

NAME: _____

DATE: _____

Balancing Your Checking Account ^(1/3)

Directions

You received your bank statement in the mail, and now you need to balance your checkbook. The account register is the record of your checking account.

- » Use the bank statement to balance your account.
- » Read the statement and make sure all transactions (deposits, withdrawals, transfers, electronic bill payments and checks) are written in your account register. Put a mark next to each one. Add any missing transactions and fix incorrect ones.
- » Record any bank fees in the debit column of your account register.
- » After you have fixed your account register, use the form below to see if your checkbook is balanced. The ending balance should match your account register.

Balance on bank statement: \$ _____

Deposits that are not on the bank statement:

DATE	AMOUNT

Total deposits (from above) + \$ _____

Deposit subtotal = \$ _____ (Total deposit + balance on bank statement)

Checks written or withdrawals that are not on the bank statement:

DATE	AMOUNT

Deposit subtotal (from above) \$ _____

Total withdrawals (from above) - \$ _____

Ending Balance = \$ _____ (Deposit subtotal minus total withdrawals)

Balancing Your Checking Account ^(2/3)

Your checkbook register

Date	#	Transaction Type	Deposit	Withdrawal	Balance
					\$850.43
04/02		Green Gas & Oil		\$37.00	\$813.43
04/03		ATM		\$30.00	\$783.43
04/05	1318	Cell Phone Company		\$100.00	\$683.43
04/06		Favorite Mall Shop		\$52.44	\$630.99
04/13		Deposit	\$1,206.78		\$1,837.77
04/17		Groceries R Us		\$57.89	\$1,779.88
04/18	1319	College Dorm Deposit		\$350.00	\$1,429.88
04/23	1320	Charity Funds		\$25.00	\$1,404.88
04/25		Deposit	\$250.00		\$1,654.88
04/26		Not so Green Gas Co.		\$52.00	\$1,602.88
04/26	1321	My Basic Internet		\$33.00	\$1,569.88
04/26	1322	House Payment		\$1,375.00	\$194.88
04/28		Good Eats Cafe		\$46.00	\$148.88
04/30		Deposit	\$1,206.78		\$1,355.66
04/30	1323	Boats R Fun		\$715.00	\$640.66
04/30		9 Mile Store		\$26.57	\$614.09

Balancing Your Checking Account ^(3/3)

Your bank statement

BANK OF LAMPONIA - MONTHLY STATEMENT				
DATE	TRANSACTION TYPE	DEPOSIT	WITHDRAWAL	BALANCE
04/03	DBT/WDR GREEN GAS & OIL		\$37.00	\$813.43
04/04	ATM CASH W/D		\$30.00	\$783.43
04/08	CHECK 00204321 1318		\$100.00	\$683.43
04/07	POS/WDR GALLERIA MALL, LAMPONIA, TN		\$52.44	\$630.99
04/08	DBT/WDR AIRPORT/GIFT SHOP		\$30.57	\$600.42
04/12	ACH/WORK FOR A LIVING BEST PLACE TO WORK	\$1206.78		\$1,807.20
04/18	DBT/WDR GROCERIES R US		\$57.89	\$1,749.31
04/27	CHECK 00104321 1320		\$25.00	\$1,724.31
04/25	TRANSFER FROM 2390580	\$250.00		\$1,974.31
04/30	CHECK 0034321 1321		\$33.00	\$1,941.31
04/27	DBT/WDR NOT SO GREEN GAS CO.		\$52.00	\$1,889.31
04/28	CHECK 00304321 1322 HOUSE PAYMENT		\$1375.00	\$514.31
04/29	DBT/WDR GOOD EATS CAFÉ		\$46.00	\$468.31
04/30	DBT/WDR 9 MILE ROAD STORE		\$26.57	\$441.74
04/30	SHARE DIVIDEND	\$0.50		\$442.24
04/30	ATM WDR FEE OUT OF NETWORK BANK		\$3.00	\$439.24
BEGINNING BALANCE:				\$850.43
ENDING BALANCE:				\$439.24