# **Checkbook Reconciling Practice**

Would you like some practice reconciling your monthly statement with your checkbook register? While some people rank reconciling a checking account right up there with having a root canal, it's really not bad at all.

On the following pages, you'll find:

- A sample completed checkbook register
- · A sample account statement
- · A blank reconciliation work sheet
- The completed reconciliation work sheet (don't peek at the answers)

Print off these pages and either complete the reconciliation work sheet by hand or use the online <u>Checkbook Balancing Calculator</u>.

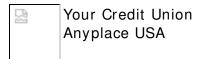
#### Sample Completed Checkbook Register

ITEM NO.	DATE	TRANSACTION DESCRIPTION	SUBTRACTIONS			FEE	ADDITIONS		BALAN	CE
	AMOUNT OF PAYMENT		'MENT	$\sqrt{}$	1	AMOUNT OF DEPOSIT		500	00	
6801	9/1	Athletic Shoe Co.	55	63					55	63
		Running shoes							444	37
	9/4	Work paycheck					235	00	235	00
		Direct deposit							679	37
6802	9/6	Food 'n Shop	22	36					22	36
		Groceries							657	01
6803	9/10	Credit Union	25	00					25	00
		Cash							632	01
	9/17	ATM	15	00		.50			15	50
		Cash							616	51
	9/18	Work paycheck					355	00	355	00
		Direct deposit							971	51
	9/23	Energy Plus Utility	26	75					26	75
		Electric bill autopay							944	76
6804	9/28	Aria Dayson	23	00					23	00
		viola lessons							921	76
	9/28	Best-Mart					35	50	35	50
		Refund check							957	26

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### Sample Account Statement

## MEMBER STATEMENT



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Thomas B. Anderson 2063 Pleasant Road Anywhere, USA 12345

Statement Closing Date September 30, 20XX

#### PREMIUM SHARE DRAFT ACCOUNT

Beginning Balance on August 30, 20XX	\$ 500.00	
Deposits and other additions	+590.00	
Checks paid and other subtractions	-122.88	

Trans. Date	Description	Debits	Credits	New Balance
8/30	Beginning balance			500.00
9/01	Check No. 6801	55.63		444.37
9/04	ACH: Payroll		235.00	679.37
9/10	Check No. 6803	25.00		654.37
9/17	ATM: Withdrawal S51491 6	15.50		638.87
9/18	ACH: Payroll		355.00	993.87
9/23	ACH: Energy Plus Utility	26.75		967.12
9/30	Closing balance			967.12

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## Blank Reconciliation Work Sheet

	CHECKING AC	CCOUNT RECONCILIATION
OUTST	ANDING CHECKS	
NUMBER	AMOUNT	ENDING BALANCE SHOWN ON THIS STATEMENT  PLUS DEPOSITS NOT SHOWN ON THIS STATEMENT  SUB-TOTAL  LESS TOTAL OUTSTANDING CHECKS  EQUALS ADJUSTED ENDING BALANCE
TOTAL		Adjusted ending balance shown above should agree with the balance shown in your checkbook register.  Note: Be sure to deduct any charges, fees, or withdrawals shown on your statement (but not in your checkbook register) that may apply to your account. Also, be sure to add any dividends or any deposits shown on your statement (but not in your checkbook register) that apply to your account.

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