

PBF 4.02 Bank Reconciliation Activity Name: _____

FIRST BANK			FIRSTCHOICE ACCOUNT		
MANDARIN BRANCH 4444 THIS STREET ANYTOWN, STATE 00000-0000 CUSTOMER SERVICE 24 HOURS A DAY, 888-000-0000					
JOHN Q. CUSTOMER 1234 MAIN STREET ANYTOWN, STATE 00000-0000			ACCOUNT 12345-678910 STATEMENT PERIOD 1-1-2000 TO 2-1-2000		
THANK YOU FOR BANKING WITH FIRST BANK					
SUMMARY OF YOUR ACCOUNTS					
CHECKING			SAVINGS		
BEGINNING BALANCE	4983.82				
DEPOSITS	300.00				
WITHDRAWALS	766.90				
SERVICE CHARGES/FEEs	2.50				
ENDING BALANCE	4514.42				
MIN BAL ON 2-1-00	54.87				
CHECKING ACTIVITY					
DEPOSITS					
POSTED	AMOUNT		DESCRIPTION		
1-05	300.00		DEPOSIT		
WITHDRAWALS					
CKNO	PAID		AMOUNT		
143	1-09		67.19		
146	1-11		217.32		
148	1-12		422.39		
POSTED	AMOUNT		DESCRIPTION		
1-19	60.00		ATM WITHDRAWAL		
CHECKING SERVICES CHARGE AND FEE SUMMARY					
AMOUNT	DESCRIPTION				
2.50	MONTHLY SERVICE CHARGE				

[illegible]

This is a checking account bank statement showing checks that have cleared the bank. Use this to practice the steps you will take to balance your checking account each month.

1. Compare the amounts on the checks and deposits on the bank statement with the amounts written in your check register. Check off all checks and deposits in the checkbook register that have a match on the bank statement.
2. In the check register, record any fees, deposits, etc... that appear on the bank statement and WERE NOT recorded in your check register. Compute a new check register total.
3. Now complete the bank reconciliation form. Enter the check register balance and the bank balance.
4. Record deposits from the check register that are NOT on the bank statement to the BANK statement column. (These will be added to the bank balance. These are called outstanding deposits.)
5. Record checks from the check register that are NOT on the bank statement to the BANK statement column. (These will be subtracted from the bank balance. These are called outstanding checks.)
6. Calculate your adjusted balance for the check register and the bank balance. They should agree. If it doesn't, check your addition and subtraction, then check to be sure you have entered all the numbers correctly.

BANK STATEMENT RECONCILIATION			
BALANCE ON BANK STATEMENT	\$ _____	BALANCE IN CHECK REGISTER	\$ _____
ADD DEPOSITS NOT ON STATEMENT	\$ _____ \$ _____	ADD DEPOSITS NOT ALREADY IN YOUR CHECK REGISTER	\$ _____ \$ _____
SUBTRACT CHECKS ISSUED BUT NOT ON STATEMENT		SUBTRACT SERVICE CHARGES AND PAYMENTS NOT IN CHECK REGISTER	
Check # _____	\$ _____	Desc. _____	\$ _____
Check # _____	\$ _____	Desc. _____	\$ _____
Check # _____	\$ _____	Desc. _____	\$ _____
Check # _____	\$ _____	Desc. _____	\$ _____
Balance	\$ _____	Balance	\$ _____