

This activity is just one resource in our comprehensive Next Gen Personal Finance curriculum. Click the links above to see the unit plan, full lesson, or more activities in our Gooru library.

Reconcile Your Checkbook

To reconcile your checkbook, you need three things:

1. **Check Register** - what you use to keep track of your transactions
2. **Bank Statement** - the bank's accounting of your transactions
3. **Reconciliation Worksheet** - how you identify the missing transactions between the two.

Follow this process to Solve the Riddle:

1. Match bank statement up with checkbook register. Put check (\checkmark) next to each transaction in the Check Register that appears in the Bank Account Statement. This will help you determine if there are transactions in your Checkbook Register that are not in the Bank Account Statement. For example, maybe you wrote a check to a friend and they have not cashed it so it doesn't show up on your bank statement.
2. If a transaction appears in the Bank Account Statement that is NOT in your Checkbook Register be sure to add it to your Checkbook Register (as long as it is legitimate!).
3. If a transaction appears in the Check Register that is NOT in your Bank Account Statement, then list that transaction in the Checking Account Reconciliation Worksheet.
4. How do you know when you are done? Your Checkbook Register Balance (last column) matches the Adjusted Ending Balance in your Checking Account Reconciliation Worksheet.

So, what riddle are you solving?

What is the ACTUAL Balance in my Checking Account?

Why is knowing this important?

Sample Completed Checkbook Register

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

Sample Bank Account Statement

MEMBER STATEMENT

Your Credit Union
Anyplace USA

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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

<i>Trans Date</i>	<i>Description</i>	<i>Debits</i>	<i>Credits</i>	<i>New Balance</i>
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

