

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Checking Account - Reconciling the Bank Statements 1

After receiving your bank statement and canceled checks, you need to reconcile your bank statement to your check register to make sure your account is in balance.

### Formula for Reconciling Your Bank Statement

Statement Balance - Outstanding Checks and Debits +  
Outstanding Deposits = Adjusted Balance

**Directions: Read the information carefully.  
Then complete the charts.**

Complete the chart to find the new balance and adjusted balance for each account in the chart below.

	Check Register Balance	Service Charge	New Balance	Statement Balance	Outstanding Checks/Debits		Adjusted Balance
1.	\$362.15	\$8.00		\$785.00	\$765.95	\$335.10	
2.	\$258.14	\$35.00		\$462.30	\$543.01	\$303.85	
3.	\$361.59	\$23.00		\$625.70	\$726.98	\$439.87	
4.	\$356.47	\$14.00		\$469.85	\$501.98	\$374.60	
5.	\$869.51	\$7.50		\$761.59	\$800.53	\$900.95	

Do the new and adjusted balances equal? \_\_\_\_\_ If so, the accounts are in balance.

Complete the chart to find the new balance and adjusted balance for this account.

Bank Reconciliation			
Check Register Balance	<u>\$632.48</u>	Statement Balance	<u>\$219.12</u>
Service Charges	<u>\$62.00</u>	Outstanding Checks	
		132	\$8.52
		145	\$6.41
		148	\$32.68
			-
		Outstanding Deposits	
		\$362.48	
		\$36.49	
			+
New Balance	<u>                    </u>	Adjusted Balance	<u>                    </u>

Is the account in balance? \_\_\_\_\_

