

## Reconciling an Account Work Sheet

<b>Withdrawals Outstanding - Not Charged to Account</b>		<b>Balance shown on statement</b>	\$75.25
<b>Check Number</b>	<b>Check Amount</b>		
		<b>Subtract withdrawals outstanding</b>	\$00.00
		<b>Total</b>	\$75.25
		<b>Add deposits outstanding</b>	\$30.00
			\$25.00
		<b>Balance</b>	<b>*\$130.25</b>
		<b>*This balance should agree with balance in the check register.</b>	
<b>Total</b>	\$0.00		

### Check Register:

Check Number	Date	Description of Transaction	Payment/ Debit (-)	Fee	Deposit/ Credit (+)	Balance
	2/20	Opening Deposit			\$200.00	\$200.00
105	2/26	Coffee Mart	\$19.75			19.75
						<b>180.25</b>
	3/12	ATM	100.00			100.00
						<b>80.25</b>
	3/22	Deposit			30.00	30.00
						<b>110.25</b>
	3/23	Deposit and Cash Back	50.00		25.00	25.00
						<b>135.25</b>
	3/18	Monthly Fee		5.00		5.00
						<b>130.25</b>

## Reconciling an Account Work Sheet (Cont.)

**Step 1:** Write the balance on the back of the statement on the line by “Balance shown on this statement”, which is \$75.25 for this example.

**Step 2:** Compare the checks, fees and other withdrawals entered in the check register with the withdrawals listed on the statement (not shown). When a check has not been cashed, it will not appear on the statement. Write any checks not cashed in the “Withdrawals outstanding - not charged to account” columns on the back of your statement and total them.

All the checks, fees and other withdrawals from the check register are listed on the checking account statement, so nothing goes in the “Withdrawals outstanding—not charged to account” columns and the total is \$0.

Take the total from the “Withdrawals outstanding—not charged to account” columns and write it on the line next to the “Subtract withdrawals outstanding” column.

**Step 3:** Take the “Bank balance shown on this statement” and “Subtract withdrawals outstanding,” to get the “Total.” For this example, \$75.25 minus \$0 equals \$75.25.

**Step 4:** Add any deposits made after March 20 that are not listed on the bank statement. The check register shows a deposit made on March 22 for \$30 and a deposit made on March 23 for \$25. These are not included on the bank statement.

These deposits are added to the “Total” and the amount is recorded on the line next to “Balance”. For this example, \$75.25 plus \$30 plus \$25 equals \$130.25.

The check register now shows the same amount of money as the checking account statement through March 20—the account is now reconciled.