

Bank Reconciliation Practice

Name _____

Personal Checking

Account Register

3

DATE	NO	DESCRIPTION OF PAYMENT OR DEPOSIT	PAYMENT AMOUNT	T	DEPOSIT AMOUNT	BALANCE
12/28	1341	Camelot Music	16 95			92 45
		Compact Disk				
12/31		First National Bank		X	735 24	75 50
		Paycheck				
12/31	1342	Washington Square Apartments	325 00			810 74
		Rent				
1/02	DC	The Athlete's Foot	105 84			485 74
		Shoes and Sweat Clothes				
1/04	1343	Western Bell	35 22			379 90
		Telephone Bill				
1/07	DC	Eagle	56 29			344 68
		Food				
1/07	1344	Pacific Power	48 00			288 39
		Electric Bill				
1/09	1345	Municipal Water	9 50			240 39
		Water Bill				
1/10	DC	Pizza Hut	12 52			230 89
		Dinner				
1/13		First National Bank			735 24	218 37
		Paycheck				
1/14	1346	The Oil Spot	16 95			953 61
		Oil Change and Lub				
1/14	1347	Sears	152 84			936 66
		Coat				
1/14	ATM	ATM	50 00			783 82
		Cash				
1/15	1348	The First National Bank	287 40			733 82
		Car Payment				
1/15	DB	The First National Bank	100 00			446 42
		Checking to Savings				
1/16	1349	Highland Cable	34 00			346 42
		TV Cable Bill				
1/18	1350	The City of Highland	5 12			312 42
		Sewer Bill				
Enter this amount at the top of the balance column on page 4 →						307 30

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Use the following directions and the transactions from page 2 to complete your January account statement

(1)

Enter the total number of deposits and other credits received by the bank in January.

(2)

Enter the total amount of the January deposits and other credits.

(3)

Enter the total number of checks and other debits for January.

(4)

Enter the total amount of checks and other debits for January.

(5)

Compute the bank's balance for this statement by adding the total amount of deposits and other credits to the last statement balance and subtracting from your answer the total amount of checks and other debits.

(6)

Compute the balance by date for the statement. (Remember to include both check transactions and checking account transactions.)

1st National Bank

Previous Statement Balance (12/31)	\$ 827.69
Plus 2 Deposits and Other Credits	\$1,435.24
Less 19 Checks and Other Debits	\$1,525.16
Current Statement Balance (1/31)	\$737.77

*** CHECK TRANSACTIONS ***

Serial	Date	Amount	Serial	Date	Amount
1341	1/04	16.95	1347	1/17	152.84
1342	1/04	325.00	1348	1/14	287.40
1343	1/09	35.22	1349	1/17	34.00
1344	1/17	48.00	1350	1/24	5.12
1345	1/10	9.50	1351	1/30	145.38
1346	1/17	16.95			

CHECKING ACCOUNT TRANSACTIONS

Date	Description	Debit	Credit
01/02	DC - Athlete's Foot	105.84	
01/07	DC - Eagle Foods	56.29	
01/10	DC - Pizza Hut	12.52	
01/13	Deposit		735.24
01/14	ATM	50.00	
01/15	DB - Checking To Savings	100.00	
01/21	DC - The Wharf	32.80	
01/21	DC - Eagle Foods	84.35	
01/27	Deposit		700.00
01/31	Service Charge	7.00	

BALANCE BY DATE

12/31	827.69	01/15	564.21
01/02	721.85	01/17	312.42
01/04	379.90	01/21	195.27
01/07	323.61	01/24	190.15
01/09	288.39	01/27	890.15
01/10	266.37	01/30	744.77
01/13	1001.61	01/31	737.77
01/14	664.21		

YOUR CHECKBOOK BALANCE _____		CHECKS OUTSTANDING - NOT CHARGED TO ACCOUNT		BANK BALANCE SHOWN ON THIS STATEMENT \$ _____
ADD +		NUMBER OR DATE	AMOUNT	
DEPOSITS NOT RECORDED _____				
CASH RESERVE ADVANCES _____				
MISCELLANEOUS CREDITS _____				
TOTAL _____				
SUBTRACT				
SERVICE CHARGES _____				
OVERDRAFT CHARGES _____				
CHECK ORDER CHARGES _____				
CASH RESERVE PAYMENTS _____				
AUTO. INSUR. PAYMENTS _____				
MISC. DEBITS _____				
TOTAL - \$ _____		TOTAL	\$	

ADJUSTED BALANCE \$ 440.32

1st National Bank

BALANCE \$ 440.32

- If there are no mistakes in your register or in the account statement, the adjusted register balance will equal the adjusted statement balance.

Name: _____ **Class:** _____ **Period:** _____