Bank Reconciliation Practice

Personal Checking

Account Register

		DESCRIPTION OF	PAYMENT			DEPOS		D. 17 125
DATE	NO	PAYMENT OR DEPOSIT	AMOU	AMOUNT		AMOUNT		BALANCE
12/28		Camelot Music						92 45
	1341	Compact Disk	16	95	24			
12/31		First National Bank			X			75 50
		Paycheck				735	24	
	1342	Washington Square Apartments				S.		810 74
12/31		Rent	325	00				,
	DC	The Athlete's Foot						485 74
1/02		Shoes and Sweat Clothes	105	84	-			
		Western Bell						379 90
1/04	1343	Telephone Bill	35	22				
		Eagle						344 68
1/07	DC	Food	56	29				
	1344	Pacific Power						288 39
1/07		Electric Bill	48	00				
	1345	Municipal Water		50				240 39
1/09		Water Bill	9					
	DC	Pizza Hut		52				230 89
1/10		Dinner	12			l.		,
		First National Bank						218 37
1/13		Paycheck				735	24	
	1346	The Oil Spot						953 61
1/14		Oil Change and Lub	16	95				
	1347	Sears						936 66
1/14		Coat	152	84				
	ATM	ATM		00)			783 82
1/14		Cash	50					-
1/15		The First National Bank		40	.0			733 82
		Car Payment	287					
1/15	DB	The First National Bank		00	0 /			446 42
		Checking to Savings	100				Ī	
1/16	1349	Highland Cable	T					346 42
		TV Cable Bill	34	00			1	
		The City of Highland			П			312 42
1/18	1350	Sewer Bill	5	12	7) (4)			
Er	iter thi	s amount at the top of the balanc	e column	on	pag	ge 4 —	-	307 30

DATE NO		DESCRIPTION OF PAYMENT OR DEPOSIT	PAYMENT AMOUNT		Т	DEPOSIT AMOUNT		BALANCE	
1/20	1351	Visa Credit Card Bill	145	38				307	30
		The Wharf	32	80				161	92
1/21	DC	Dinner Eagle	02	00	-			129	12
1/21	DC	Food	84	35					
1/27		First National Bank Paycheck	-			700	00	44	77
1/30	1352	Pacific Gas Natural Gas Bill	122	31	,		1.4	744	77
1/31	1353	Goodyear Tires	175	14				622	40
			-					447	32
			-			1			
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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.

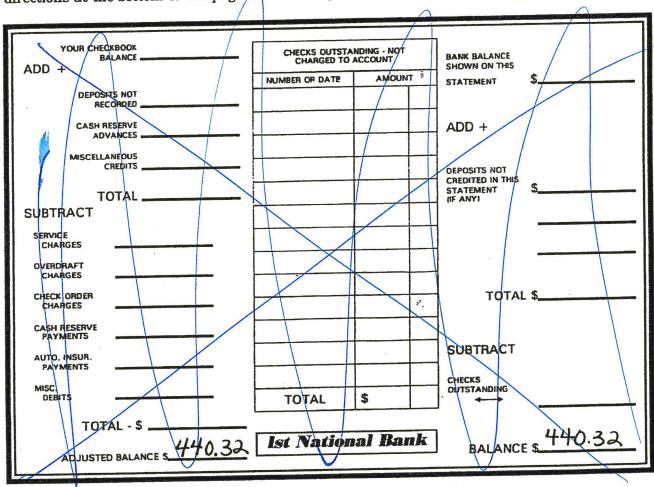
(4)
Enter the total amount of checks and other debits for January.

(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.)

	st I	Vatio	nal	Ba	mk			
Previous Statement Balance (12/31)								
Plus	\$1,435.24							
Less	\$1,525.16							
Curren	\$737.77							
	Current Statement Balance (1/31) \$737.77							
*** CI	ECK TRA	ANSACTIONS **	**					
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						
		CCOUNT TRAI	NSACTION					
Date	Description			Debit	Credit			
		ete's Foot						
01/07	_	le Foods						
		a Hut						
01/13	Deposit	**********	***************************************	#0.00	735.24			
01/14					j			
01/15		cking To Savings						
01/21		Wharf						
01/21	DC - Eagl	e Foods	****************	84.35	700.00			
01/27					700.00			
01/31	Service C.	harge	••••••	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		**************	890.15			
01/10	************	266.37	01/30		744.77			
01/13	***********	1001.61	01/31	*******	737.77			
01/14		664.21		. ,				

Use your account register (pages 3 and 4), your January account statement (page 5), and the directions at the bottom of the page to reconcile your account statement with your register.



- (1) Enter the balance from your account register.
- (2) Enter the service charge from the account statement. (Remember to enter the service charge in your register as a debit and subtract it from your balance.)
- (3) Enter the TOTAL subtractions.
- (4) Subtract the TOTAL from your register balance to get the ADJUSTED REGISTER BALANCE.
- (5) Enter the current balance from the account statement.
- (6) Enter the total of any deposits shown in your register, but not on the statement.
- (7) Place an X in the T column of your register by each transaction which is shown on the account statement. The checks have been cashed, cleared, and returned to you with your statement. Assume all checks prior to #1341 have cleared previously.
- (8) Enter the check number and amount of each check in your register which has not cleared.
- (9) Enter the total amount of your checks which have not cleared.
- (10) ADD the deposits not shown on the statement to the statement balance and SUBTRACT the total amount of the outstanding checks from your answer. This will give you the ADJUSTED STATEMENT BALANCE.

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

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