**Bank Reconciliation Key**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Bank Statement** |  |  |  |  | **Checkbook** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Beginning balance: | **1,051.00** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Checks that have cleared:** |  |  |  |  | **1.** | **Ending bank statement balance: \_914.25\_** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | No. | Date | Amount |  | **2.** | **List checks and other withdrawals made** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 127 |  |  | 4/1 |  |  |  | 57.00 |  |  |  | **but not shown on statement (outstanding):** |  |
|  | 128 |  |  | 4/5 |  |  |  | 450.00 |  |  |  | No. |  | Date |  | Amount |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 130 |  |  | 4/7 |  |  |  | 89.75 |  |  |  | 129 |  |  | 4/16 |  |  | 117.50 |  |  |  |  |  |  |
|  | **Debits and Other Withdrawals:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Date |  | Amount |  | Description |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4/11 |  |  | 15.00 |  | Fast Food |  | Total withdrawals: | \_\_117.50\_\_ |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4/15 |  |  | 25.00 |  | Bank Service |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Charge |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Deposits:** |  |  |  |  |  |  |  |  |  | **3.** | **List deposits made but not shown on** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **statement (outstanding):** |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Date |  | Amount |  | Description |  | Date | Amount |  | Description |  |
|  | 4/2 |  |  |  | 500.00 |  |  | Payday |  |  | 4/15 |  |  | 50.00 |  |  | Refund |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | Total deposits: |  |  |  | \_\_50.00\_\_\_ |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ending balance: 1,051.00 – 57.00 - 450.00 – |  | **4.** | **Subtract line 2 from line 1.** | **\_796.75\_\_\_** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | 89.75 – 15.00 – 25.00 + 500.00 = **914.25** |  | **5.** | **Add number 3 and 4.** | **\_** | **846.75** | **\_\_\_** |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **This should match your Checkbook Balance.** |  |