

Name: _____ Period: _____ Date: _____

How to Reconcile a Bank Account- Teacher Key

- Determine if there are any charges listed on the registry that have not been processed by the bank. List the amounts below.
Check 102- \$250.00
Debit for Groceries- \$125.53

- What is the total available balance for the current statement? **\$2,654.22**

- What is the total of outstanding transactions? (Listed above) **\$375.53**

- Subtract the outstanding balance for the current balance to determine your actual balance.

- What is the actual balance of the account? **\$2,278.69**

Check Registry

| Check No. | Date | Description | Transaction Amount (-) | Deposit Amount (+) | X | Balance |
|-----------|------|------------------------|------------------------|--------------------|---|-------------------|
| | 4/19 | ATM | \$100.00 | | X | \$1,285.93 |
| 101 | 4/19 | Insurance | \$200.00 | | X | \$1,085.93 |
| 102 | 4/20 | Drycleaners | \$15.00 | | X | \$1,070.93 |
| | 4/25 | Deposit | | \$550.00 | X | \$1,620.93 |
| | 4/28 | ATM | \$60.00 | | X | \$1,560.93 |
| 103 | 4/30 | John Smith | \$250.00 | | | \$1,310.93 |
| | 5/01 | ATM | \$40.00 | | X | \$1,270.93 |
| | 5/02 | Deposit | | \$800.00 | X | \$2,070.93 |
| | 5/09 | Deposit | | \$250.00 | X | \$2,320.93 |
| 104 | 5/09 | Gas | \$35.47 | | X | \$2,285.46 |
| 105 | 5/10 | Groceries | \$48.00 | | X | \$2,237.46 |
| | 5/13 | ATM | \$100.00 | | X | \$2,137.46 |
| 106 | 5/14 | Electric Bill | \$56.75 | | X | \$2,080.71 |
| | 5/16 | Deposit | | \$335.00 | X | \$2,415.71 |
| | 5/19 | Debit- Groceries | \$125.53 | | | \$2,290.18 |
| | | Service Charges | \$11.49 | | | \$2,278.69 |