

Name: _____ Period: _____ Date: _____

How to Reconcile a Bank Account

- Determine if there are any charges listed on the registry that have not been processed by the bank. List the amounts below.

- What is the total available balance for the current statement? _____

- What is the total of outstanding transactions? (Listed above) _____

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

- What is the actual balance of the account? _____

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			\$1,085.93
102	4/20	Drycleaners	\$15.00			\$1,070.93
	4/25	Deposit		\$550.00		\$1,620.93
	4/28	ATM	\$60.00			\$1,560.93
103	4/30	John Smith	\$250.00			\$1,310.93
	5/01	ATM	\$40.00			\$1,270.93
	5/02	Deposit		\$800.00		\$2,070.93
	5/09	Deposit		\$250.00		\$2,320.93
104	5/09	Gas	\$35.47			\$2,285.46
105	5/10	Groceries	\$48.00			\$2,237.46
	5/13	ATM	\$100.00			\$2,137.46
106	5/14	Electric Bill	\$56.75			\$2,080.71
	5/16	Deposit		\$335.00		\$2,415.71
	5/19	Debit- Groceries	\$125.53			\$2,290.18