

# Reconciling Bank Records

This is what your check register should look like when completed. Compare this register to yours.

Then see second page & reconcile your register with bank statement provided & answer questions.

Date	Check #	Transaction Description	Payment (-)		Deposit (+)		Balance	
06/31							150	00
07/01		Paycheck			575	00	725	00
07/01	0001	Rent	500	00			225	00
07/07	0002	Utilities	102	74			122	26
07/08	debit	Groceries	64	96			57	30
07/10		Babysitting			42	00	99	30
07/12	debit	Movies	18	65			80	65
07/14	debit	Gas	31	61			49	04
07/15		Paycheck			575	00	624	04
07/19	0003	Car Insurance	78	50			545	54
07/22	debit	Groceries	58	30			487	24
07/26	0004	Phone	80	00			407	24
07/26	0005	Internet	62	75			344	49
07/28	0006	Cable TV	87	00			257	49
07/30	debit	Gas	35	22			222	27



Statement Period: 06/30 - 07/30

Account Number 00-123456

**YOUR BANK INC.**

Opening Balance	Total Debits	Total Credits	Closing Balance
\$150.00	\$1,193.03	\$1,192.00	\$157.97

**Transaction Summary**

Date	Transaction Description	Payment	Deposit	Balance
06/31	Opening Balance			150.00
07/01	Direct Deposit		575.00	725.00
07/01	Check 0001	500.00		225.00
07/07	Check 0002	102.74		122.26
07/08	Direct Debit	64.96		57.30
07/10	Counter Deposit		42.00	99.30
07/10	Teller Fee	6.00		93.30
07/12	Direct Debit	18.65		74.65
07/14	Direct Debit	31.61		43.04
07/15	Direct Deposit		575.00	618.04
07/19	Check 0003	78.50		539.54
07/22	Direct Debit	58.30		481.24
07/22	Direct Debit	58.30		422.94
07/26	Check 0004	80.00		342.94
07/26	Check 0005	62.75		280.19
07/28	Check 0006	87.00		193.19
07/30	Direct Debit	35.22		157.97

Contact us by phone or e-mail with any questions, concerns and general inquiries:  
1-800-555-6789      [www.yourbankinc.com](http://www.yourbankinc.com)