

CHECK REGISTER

Check #	Date	Item	Amt	+Amt	Balance
					350
303	15-Feb	The Quilt Shop	32		32
		fabric for quilt			318
304	23-Feb	Piggly Wiggly	120		120
					198
ATM	23-Feb	ATM-Main Street	60		60
					138
305	24-Feb	Verizon Wireless	38		38
					100
Dep.	25-Feb	Payday! My Paycheck		185	0
					285

Bank Statement
Feb. 30, 200X

BEGINNING BALANCE FEB. 10 \$ 350.00

WITHDRAWALS

303	\$ 32.00	15-Feb	
304	\$ 120.00	24-Feb	
ATM Charge	\$ 2.00	23-Feb	
		TOTAL	\$ 154.00

DEPOSITS

25-Feb	\$ 185.00		
27-Feb	\$ 150.00		
		TOTAL	\$ 335.00

CHECKING BALANCE \$ 531.00

To reconcile your checkbook...Perform these steps:

1. Check-mark BOTH the bank statement & the check register for things that match.
2. Adjust the checkbook ending balance to include any checks (-) or deposits (+) that are on the statement, but not in the checkbook.
3. Adjust the statement balance to include any checks (-) or deposits (+) that are in the register, but not on the statement.

Statement ending balance: A

Checkbook ending balance: E

ADD: Deposits made, but not on the statement.

ADD: Deposits made, but not in the check register.

TOTAL	<input type="text"/> B

TOTAL	<input type="text"/> F

SUBTRACT: Checks written out, but not on the statement

SUBTRACT: Checks received by bank, ATM withdrawals, Fees...not yet recorded in the check register.

TOTAL	<input type="text"/> C

TOTAL	<input type="text"/> G

ADJUSTED STATEMENT BALANCE: A+B-C

ADJUSTED CHECKBOOK BALANCE: E+F-G

*The Adjusted Statement Balance & Adjusted Checkbook Balance SHOULD match.

