

Name _____

Balance Reconciliation



Directions: Use the bank statement and account register information to complete the reconciliation.

BANK STATEMENT	ACCOUNT REGISTER
Ending Balance: \$2,185.00	Ending Balance: \$2,272.00
Items not yet shown on the statement: • Deposit in Transit: \$325.00 • Outstanding Check #418: \$140.00 • Outstanding Check #421: \$85.00	Items not yet recorded in the register: • Bank Service Fee: \$12.00 • Interest Earned: \$15.00

BANK SIDE

1. Bank statement ending balance: \$2,185.00
2. Add deposit in transit: +\$ _____
3. Subtotal: \$ _____
4. Subtract total outstanding checks: -\$ _____
5. Adjusted bank balance: \$ _____

REGISTER SIDE

6. Account register ending balance: \$2,272.00
7. Subtract bank service fee: -\$ _____
8. Add interest earned: +\$ _____
9. Adjusted register balance: \$ _____
10. Do the two adjusted balances agree? _____