

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:		Items not yet recorded in the register:	
Deposit in Transit	\$325.00	Bank Service Fee	\$12.00
Outstanding Check #418	\$140.00	Interest Earned	\$15.00
Outstanding Check #421	\$85.00		

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? | _____ |