name:		dota.	
	 	date:	



keeping a running balance

record deposits and keep a running balance in the checkbook register below.

- On May 26, your balance is \$527.96.
- 2. On May 27, you write check #107 to your landlord, Mrs. Wilson, for \$226.00.
- 3. On May 28, you use your check card at Foodland for \$22.52.
- 4. On June 1, you write a check for \$156.32 to Bank of Illinois for your car payment.
- 5. On June 1, you realize your check to the Bank of Illinois should have been for \$165.23, so you void the first check and write a new check for \$165.23.
- 6. On June 2, you write a check to Interstate Phone Service for \$62.77.
- 7. On June 2, you use your ATM card to withdraw \$20.00.
- 8. On June 15, your paycheck for \$425.00 is automatically deposited.
- On June 15, you use your check card at Gifts Plus to buy a \$18.99 birthday present for your mother.
- 10. On June 15, you write a check for \$246.45 to State Ranch to cover your insurance premium.
- 11. On June 22, you transfer \$100.00 online from your checking account to your savings account.
- 12. On June 24, you use your check card at Gas Up to fill up your car. You spend \$12.88.
- 13. On June 28, you use your ATM card to withdraw \$30.00 from your checking account.

CHECK NO.	OVIE	DESCRIPTION	TRANSACTION AMOUNT	DEPOSIT AMOUNT	BALANCE
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keeping a running balance (continued)

NO.	DATE	DESCRIPTION	TRANSACTIO AMOUNT	N .	DEPOSIT AMOUNT	BALANCE
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use the check register you just completed to answer the following questions:

- What was your account balance on May 30?
- 2. Could you have paid your car insurance payment on June 1 instead of June 15? If not, why?
- 3. The love of your life has been in a bad mood lately, and you think an expensive present might help. You've found a leather jacket on sale for \$189.00. Can you afford to buy the jacket on June 8? What will your account balance be if you do?
- 4. The hottest new band in town has just released a CD. It costs \$21.99. Can you afford to buy the CD on June 2? What will your account balance be if you do?
- 5. What was your account balance after you withdrew \$30.00 on June 28?
- 6. What was the amount of check #111, to whom did you write it, and for what?

name:		date:
	·	



reading a bank statement

using the bank statement on the next page, answer the following questions:

- 1. What period does this statement cover?
- 2. What is the account number of this statement?
- 3. How many deposits were made and what were the amounts?
- 4. How many checks cleared and what was the total dollar amount of the checks that cleared?
- 5. Was there any ATM activity? If so, how many transactions were there, and what was the total amount?
- 6. Was there any check card activity? If so, how many transactions were there, and what was the total amount?
- 7. Were there any service charges? If so, what was the total amount?
- 8. What is the total of all withdrawals (checks, ATM transactions, check card transactions, service charges)?
- 9. What is the new balance of the account?
- 10. Did check #182 clear?
- 11. What was the amount of check #183?
- 12. Did check #185 clear?
- 13. What was the amount of check #187?

Your First Bank

STATEMENT FOR

Jane Doe 4 Primrose Lane Anytown, USA

THIS STATEMENT COVERS 12/20/99 through 1/18/00

CHECKING ACCOUNT 0471-678 Previous Statement Balance On 12/19/99

612.04 1,980.68 +

Total of 3 Deposits For
Total of 10 Withdrawals For
Total Service Charges

1,705.25 -3.50 -

New Balance

883.97 +

CHECKS AND OTHER DEBITS	CHECK 181 182 183	DATE PAID 12/24 1/04 12/26	AMOUNT 15.00 17.00 217.54	CHECK 184 *186 187	12/17 12/31 12/33	AMOUNT 1232.27 54.47 53.97
	Monthly	Maintenance	Charge		1/18	3.50
	Withdraw Withdraw	val #00281 at val #02628 at val #08744 at val #02456 Cr	ATM #423A ATM #430E	. •	12/24 12/31 1/15 1/16	40.00 20.00 20.00 35.00

DEPOSITS AND		DATE POSTED	AMOUNT
OTHER CREDITS		12/27	1200.00
	Customer Deposit at ATM#423A on 1/12	1/14	521.78
	Direct Deposit from #05323 on 1/17	1/18	258.90

ATM LOCATIONS

USED

423A: 2500 Centre Plaza, Anytown, USA

423C: 2500 Centre Plaza, Anytown, USA 430E: 945 Hamilton Ave., Big City, USA

THANK YOU FOR BANKING WITH Your First Bank

name:	<u></u>	date:	



reconciling an account

use the bank statement, the check register, and the reconciliation worksheet on the following page to balance this checkbook.

			STATEMENT (1) through 7/1	
CHECKING ACCOUNT 0471-678	Previous Statement Balance On 6/19/01 Total of 1 Deposits For Total of 6 Withdrawals For Total Service Charges	l		150.67 1200.00 - 1246.98 - 0.00 -
	New Balance			103.69 +
CHECKS AND		CHECK	DATE PAID	AMOUNT
OTHER DEBITS		161	6/21	216,30
		162	6/26	82.87
		163	6/29	1000.00
•	ATM Withdrawal #00281 at ATM #423A		6/18	35.00
	ATM Withdrawai #00476 at ATM #4268		6/25	20.00
	Check Card #00586 Foodland EFT		6/18	55.00
	Check Card #01275 EZ-Shoppe		6/26	54.11
DEPOSITS AND	Transfer from 4039-557 at ATM #423C	····	DATE POSTED	AMOUNT

CHECK DATE NO.		DESCRIPTION		TRANSACTION AMOUNT		DEPOSIT AMOUNT		BALANCE	
161	6/4	Sound Out	216			381	366 216	+-	
		newtape deck	1 210	130		+	150	+	
ATM	6/18	withdrawal	35	00	 	+	35	┿	
		spending money	- 50		╂─	+	115	+-	
ChkCrd	6/18	Oheck Cand	55	00	┪	╁┤	55	4.	
		Foodland Groceries			+	H	60	-1-	
АТМ	6/23	deposit		- -	1200	00			
		transfer from savings			1		1260	4.	
162	6/24	Racy's	82	87	1-		82	₩.	
		newclothes			1	1-1	1177	_	
ATM	6/25	withdrawal	20	00	1-	H	20	1	
		movie and pizza					1157	8	
163	6/26	Woodland Apt's.	1000	00			1000	α	
		rent for everyone			1		157	80	
ThkCrd	6/26	E-ZShoppe	54	η	1		54	77	
		groceries					103	69	
164	7/5	CD Place	26	31			26	31	
		acct. #7M3406		1-			77	38	
165	7/14	Lucasfilm, Ltd.	10	00			10	00	
		"Monkey Island" T-shirt					67	38	
ATM	7/19	deposit		\top	253	17	253	17	
Ī		pay check			1		320	55	

reconciling an account (continued)

ITEMS OUT	STANDING	enter	
NUMBER	AMOUNT	The New Balance shown	
		on your statement	\$
		add	
		Any deposits or transfers listed	\$
		in your register that are not	\$
		shown on your statement	ֆ
•		total	÷ \$
		calculate the subtotal	\$
		_ subtract	
		Your total outstanding	
		checks and withdrawals	-\$
-		calculate the ending bala	nce
TOTAL		This amount should be the	
		same as the current balance	
		in your check register	\$

use the reconciliation worksheet above to answer the following questions:

- 1. What is the new balance shown on the statement?
- 2. What is the total amount of deposits listed in the check register but not shown on the statement?
- 3. What is the sum of the new balance and the deposits not shown on the statement?
- 4. What is the total amount of outstanding checks and withdrawals?
- 5. What is the ending balance?