

Customer *Homer Garden* Bank Reconciliation as of *31-Jan-2019*

<p>Ending Checkbook Register Balance: <u>1,362.11</u></p> <p>Additions:</p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Interest</td> <td style="width: 20%; text-align: right;">Amount</td> <td style="width: 20%; text-align: right;"><u>0.88</u></td> <td style="width: 40%; text-align: center;">+</td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Additions:</td> <td></td> <td style="text-align: right;"><u>0.88</u></td> <td style="text-align: right;"><u>0.88</u></td> </tr> <tr> <td></td> <td style="text-align: right;">Subtotal:</td> <td></td> <td style="text-align: right;"><u>1,362.99</u></td> </tr> </table> <p>Deductions:</p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Bank service charge</td> <td style="width: 20%; text-align: right;">Amount</td> <td style="width: 20%; text-align: right;"><u>10.00</u></td> <td style="width: 40%; text-align: center;">-</td> </tr> <tr> <td>Other <i>ATM withdraw</i></td> <td></td> <td style="text-align: right;"><u>60.00</u></td> <td></td> </tr> <tr> <td>Other <i>ATM fee</i></td> <td></td> <td style="text-align: right;"><u>2.50</u></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Deductions:</td> <td></td> <td style="text-align: right;"><u>72.50</u></td> <td style="text-align: right;"><u>72.50</u></td> </tr> <tr> <td></td> <td style="text-align: right;">Reconciled balance:</td> <td></td> <td style="text-align: right;"><u>1,290.49</u></td> </tr> </table>	Interest	Amount	<u>0.88</u>	+	Other _____				Other _____				Other _____				Total Additions:		<u>0.88</u>	<u>0.88</u>		Subtotal:		<u>1,362.99</u>	Bank service charge	Amount	<u>10.00</u>	-	Other <i>ATM withdraw</i>		<u>60.00</u>		Other <i>ATM fee</i>		<u>2.50</u>		Other _____				Other _____				Total Deductions:		<u>72.50</u>	<u>72.50</u>		Reconciled balance:		<u>1,290.49</u>	<p>Ending Bank Statement Balance: <u>1,325.77</u></p> <p>Additions:</p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Deposits in transit</td> <td style="width: 20%; text-align: right;">Amount</td> <td style="width: 20%; text-align: right;"><u>118.85</u></td> <td style="width: 40%; text-align: center;">+</td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Additions:</td> <td></td> <td style="text-align: right;"><u>118.85</u></td> <td style="text-align: right;"><u>118.85</u></td> </tr> <tr> <td></td> <td style="text-align: right;">Subtotal:</td> <td></td> <td style="text-align: right;"><u>1,444.62</u></td> </tr> </table> <p>Deductions:</p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Outstanding checks</td> <td style="width: 20%; text-align: right;">Amount</td> <td style="width: 20%; text-align: right;"><u>154.13</u></td> <td style="width: 40%; text-align: center;">-</td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Deductions:</td> <td></td> <td style="text-align: right;"><u>154.13</u></td> <td style="text-align: right;"><u>154.13</u></td> </tr> <tr> <td></td> <td style="text-align: right;">Reconciled balance:</td> <td></td> <td style="text-align: right;"><u>1,290.49</u></td> </tr> </table>	Deposits in transit	Amount	<u>118.85</u>	+	Other _____				Other _____				Other _____				Total Additions:		<u>118.85</u>	<u>118.85</u>		Subtotal:		<u>1,444.62</u>	Outstanding checks	Amount	<u>154.13</u>	-	Other _____				Other _____				Other _____				Other _____				Total Deductions:		<u>154.13</u>	<u>154.13</u>		Reconciled balance:		<u>1,290.49</u>
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Checks Outstanding	
Check number & date	Amount
511 12-Jan	44.80
512 19-Jan	109.33
Total:	154.13

Deposits in Transit	
Deposit & date	Amount
31 Jan (ATM)	118.85
Total:	118.85

- 1) Record cleared checks. Place a check mark (✓) next to checks that have cleared.
- 2) Identify outstanding checks. (Those are the checks *without* the check marks!) Write the outstanding checks in the area above labeled [Checks Outstanding].
- 3) Record deposits confirmed. Place a check mark next to the deposits that have been confirmed.
- 4) Identify deposits in transit. (Those are the deposits without the check marks!) Write the deposits in transit in the area above labeled [Deposits in Transit]. In practice, it is rare that you will have deposits that have not been confirmed.
- 5) Look for transactions that were accidentally left out of the check register! (These are the items that will sometimes make it difficult to reconcile.)
- 6) Reconcile!