

Customer *Wilma Buttfitt*  
Bank Reconciliation as of *31-Jan-2019*

<p><b>Ending</b> Checkbook Register Balance: <u>1,053.37</u></p> <p><b>Additions:</b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Interest</td> <td style="width: 20%; text-align: right;">0.22</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">+</td> <td style="width: 20%;"></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total Additions:</b></td> <td style="text-align: right;"><u>0.22</u></td> <td style="text-align: right;"><u>0.22</u></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Subtotal:</td> <td style="text-align: right;"><u>1,053.59</u></td> <td></td> <td></td> </tr> </table> <p><b>Deductions:</b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Bank service charge</td> <td style="width: 20%; text-align: right;">5.00</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 20%;"></td> </tr> <tr> <td>Other <i>ATM withdraw</i></td> <td style="text-align: right;">100.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other <i>ATM fee</i></td> <td style="text-align: right;">2.50</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total Deductions:</b></td> <td style="text-align: right;"><u>107.50</u></td> <td style="text-align: right;"><u>107.50</u></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Reconciled balance:</td> <td style="text-align: right;"><u>946.09</u></td> <td></td> <td></td> </tr> </table>	Interest	0.22		+		Other _____					Other _____					Other _____					<b>Total Additions:</b>	<u>0.22</u>	<u>0.22</u>				Subtotal:	<u>1,053.59</u>			Bank service charge	5.00		-		Other <i>ATM withdraw</i>	100.00				Other <i>ATM fee</i>	2.50				Other _____					Other _____					<b>Total Deductions:</b>	<u>107.50</u>	<u>107.50</u>				Reconciled balance:	<u>946.09</u>			<p><b>Ending</b> Bank Statement Balance: <u>534.27</u></p> <p><b>Additions:</b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Deposits in transit</td> <td style="width: 20%; text-align: right;">664.28</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">+</td> <td style="width: 20%;"></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total Additions:</b></td> <td style="text-align: right;"><u>664.28</u></td> <td style="text-align: right;"><u>664.28</u></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Subtotal:</td> <td style="text-align: right;"><u>1,198.55</u></td> <td></td> <td></td> </tr> </table> <p><b>Deductions:</b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Outstanding checks</td> <td style="width: 20%; text-align: right;">252.46</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 20%;"></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total Deductions:</b></td> <td style="text-align: right;"><u>252.46</u></td> <td style="text-align: right;"><u>252.46</u></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: right;">Reconciled balance:</td> <td style="text-align: right;"><u>946.09</u></td> <td></td> <td></td> </tr> </table>	Deposits in transit	664.28		+		Other _____					Other _____					Other _____					<b>Total Additions:</b>	<u>664.28</u>	<u>664.28</u>				Subtotal:	<u>1,198.55</u>			Outstanding checks	252.46		-		Other _____					Other _____					Other _____					Other _____					<b>Total Deductions:</b>	<u>252.46</u>	<u>252.46</u>				Reconciled balance:	<u>946.09</u>		
Interest	0.22		+																																																																																																																																
Other _____																																																																																																																																			
Other _____																																																																																																																																			
Other _____																																																																																																																																			
<b>Total Additions:</b>	<u>0.22</u>	<u>0.22</u>																																																																																																																																	
	Subtotal:	<u>1,053.59</u>																																																																																																																																	
Bank service charge	5.00		-																																																																																																																																
Other <i>ATM withdraw</i>	100.00																																																																																																																																		
Other <i>ATM fee</i>	2.50																																																																																																																																		
Other _____																																																																																																																																			
Other _____																																																																																																																																			
<b>Total Deductions:</b>	<u>107.50</u>	<u>107.50</u>																																																																																																																																	
	Reconciled balance:	<u>946.09</u>																																																																																																																																	
Deposits in transit	664.28		+																																																																																																																																
Other _____																																																																																																																																			
Other _____																																																																																																																																			
Other _____																																																																																																																																			
<b>Total Additions:</b>	<u>664.28</u>	<u>664.28</u>																																																																																																																																	
	Subtotal:	<u>1,198.55</u>																																																																																																																																	
Outstanding checks	252.46		-																																																																																																																																
Other _____																																																																																																																																			
Other _____																																																																																																																																			
Other _____																																																																																																																																			
Other _____																																																																																																																																			
<b>Total Deductions:</b>	<u>252.46</u>	<u>252.46</u>																																																																																																																																	
	Reconciled balance:	<u>946.09</u>																																																																																																																																	

↔

Checks Outstanding	
Check number & date	Amount
2013 7-Jan	165.00
2037 31-Jan	87.46
Total:	252.46

Deposits in Transit	
Deposit & date	Amount
31 Jan (ATM)	664.28
Total:	664.28

- 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!