

## Customer *Homer Garden* Bank Reconciliation as of *31-May-2018*

<p><b>Ending</b> Checkbook Register Balance: <u>1,362.11</u></p> <p><b>Additions:</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Interest</td> <td style="width: 15%; text-align: right;">Amount</td> <td style="width: 15%; text-align: right;"><u>0.88</u></td> <td style="width: 15%; text-align: center;"><input type="checkbox"/></td> <td style="width: 40%;"></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Other _____</td> <td></td> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="2">Total Additions:</td> <td style="text-align: right;"><u>0.88</u></td> <td style="text-align: right;"><u>0.88</u></td> <td></td> </tr> <tr> <td colspan="2">Subtotal:</td> <td colspan="3" style="text-align: right;"><u>1,362.99</u></td> </tr> </table> <p><b>Deductions:</b></p> <table style="width: 100%; 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Checks Outstanding	
Check number & date	Amount
511 12-May	44.80
512 19-May	109.33
Total:	154.13

Deposits in Transit	
Deposit & date	Amount
31 May (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!