

Customer *Wilma Buttfit*
Bank Reconciliation as of *31-May-2018*

Ending Checkbook Register Balance: <u>1,053.37</u>		Ending Bank Statement Balance: <u>534.27</u>	
Additions:		Additions:	
Interest	Amount <u>0.22</u>	Deposits in transit	Amount <u>664.28</u>
Other _____	_____	Other _____	_____
Other _____	_____	Other _____	_____
Other _____	_____	Other _____	_____
Total Additions:	<u>0.22</u> <u>0.22</u>	Total Additions:	<u>664.28</u> <u>664.28</u>
Subtotal:	<u>1,053.59</u>	Subtotal:	<u>1,198.55</u>
Deductions:		Deductions:	
Bank service charge	Amount <u>5.00</u>	Outstanding checks	Amount <u>252.46</u>
Other <i>ATM withdraw</i>	<u>100.00</u>	Other _____	_____
Other <i>ATM fee</i>	<u>2.50</u>	Other _____	_____
Other _____	_____	Other _____	_____
Other _____	_____	Other _____	_____
Total Deductions:	<u>107.50</u> <u>107.50</u>	Total Deductions:	<u>252.46</u> <u>252.46</u>
Reconciled balance:	<u>946.09</u>	Reconciled balance:	<u>946.09</u>

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

Deposits in Transit	
Deposit & date	Amount
31 May (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!