

# Steps to Reconcile a Bank Statement

1. Write the date on the reconciliation form.

## Your Checking Account

2. Write the balance from your checkbook and the number of the next unused check stub on the reconciliation form.
3. List any bank charges on the reconciliation form.
4. Deduct the bank charges from your checkbook balance to get your *adjusted checkbook balance*.

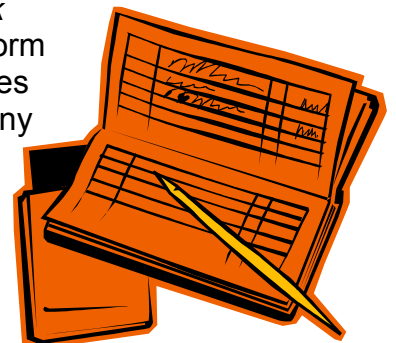


## The Bank

5. Enter the ending balance shown on the bank statement.



6. Compare deposits listed on the bank statement to deposits listed on your checkbook stubs. Put a checkmark beside the amount on the bank statement and on the check stub. List the deposits that do not have a checkmark on the reconciliation form. These are called outstanding deposits. This means that you have entered them in your checkbook, but the bank has not yet added them to your account. Add the total of the outstanding deposits to the bank statement balance.
7. Arrange the canceled checks in numerical order. Compare the canceled checks with those listed on the statement and with the stubs. (If you do not receive your canceled checks back from the bank, use the photocopy of the checks or the list of paid checks that they send to you.) Put a checkmark beside the amount on the bank statement and on the check stub. On the reconciliation form, list the check number and amount of all stubs without check marks. These are called outstanding checks. You have written them, but the bank has not yet seen them and the bank has not yet paid them.
8. Subtract the total of the outstanding checks. You now have the *adjusted bank balance*.
9. Compare the *adjusted bank balance* with the *adjusted checkbook balance*. The two amounts should match and the reconciliation form is filed for future reference and audits. If the two adjusted balances are not the same, the error must be found and corrected before any more work is done.



# Steps to Reconcile a Bank Statement

1. Write the date on the **reconciliation** form.

## Your Checking Account

2. Write the **balance** from your checkbook and the **number** of the next unused check stub on the reconciliation form.
3. List any **bank charges** on the reconciliation form.
4. **Deduct** the bank charges from your checkbook balance to get your **adjusted checkbook balance**.

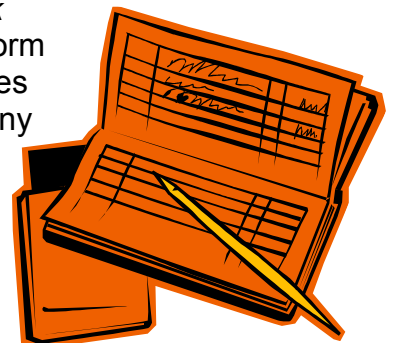


## The Bank

5. Enter the **ending balance** shown on the bank statement.



6. Compare **deposits** listed on the **bank statement** to **deposits** listed on your **checkbook stubs**. Put a **checkmark** beside the amount on the bank statement and on the check stub. List the deposits that do **not** have a checkmark on the reconciliation form. These are called **outstanding** deposits. This means that you have entered them in your checkbook, but the bank has not yet added them to your account. **Add** the total of the outstanding deposits to the bank statement balance.
7. Arrange the **canceled** checks in numerical order. Compare the canceled checks with those listed on the statement and with the stubs. (If you do not receive your canceled checks back from the bank, use the photocopy of the checks or the list of paid checks that they send to you.) Put a **checkmark** beside the amount on the bank statement and on the check stub. On the reconciliation form, list the check number and amount of all stubs **without** check marks. These are called **outstanding** checks. You have written them, but the bank has not yet seen them and the bank has not yet paid them.
8. **Subtract** the total of the outstanding checks. You now have the **adjusted bank balance**.
9. **Compare** the **adjusted bank balance** with the **adjusted checkbook balance**. The two amounts should **match** and the reconciliation form is filed for future reference and audits. If the two adjusted balances are not the same, the **error** must be found and corrected before any more work is done.



# Steps to Reconcile a Bank Statement

1. Write the date on the \_\_\_\_\_ form.

## Your Checking Account

2. Write the \_\_\_\_\_ from your checkbook and the \_\_\_\_\_ of the next unused check stub on the reconciliation form.
3. List any \_\_\_\_\_ on the reconciliation form.
4. \_\_\_\_\_ the bank charges from your checkbook balance to get your \_\_\_\_\_.



## The Bank

5. Enter the \_\_\_\_\_ shown on the bank statement.
6. Compare \_\_\_\_\_ listed on the \_\_\_\_\_ to \_\_\_\_\_ listed on your \_\_\_\_\_. Put a \_\_\_\_\_ beside the amount on the bank statement and on the check stub. List the deposits that do \_\_\_\_\_ have a checkmark on the reconciliation form. These are called \_\_\_\_\_ deposits. This means that you have entered them in your checkbook, but the bank has not yet added them to your account. \_\_\_\_\_ the total of the outstanding deposits to the bank statement balance.



7. Arrange the \_\_\_\_\_ checks in numerical order. Compare the canceled checks with those listed on the statement and with the stubs. (If you do not receive your canceled checks back from the bank, use the photocopy of the checks or the list of paid checks that they send to you.) Put a \_\_\_\_\_ beside the amount on the bank statement and on the check stub. On the reconciliation form, list the check number and amount of all stubs \_\_\_\_\_ check marks. These are called \_\_\_\_\_ checks. You have written them, but the bank has not yet seen them and the bank has not yet paid them.
8. \_\_\_\_\_ the total of the outstanding checks. You now have the \_\_\_\_\_.
9. \_\_\_\_\_ the *adjusted bank balance* with the *adjusted checkbook balance*. The two amounts should \_\_\_\_\_ and the reconciliation form is filed for future reference and audits. If the two adjusted balances are not the same, the \_\_\_\_\_ must be found and corrected before any more work is done.

