

NAME: _____

DATE: _____

Balancing Your Checking Account (1/3)

Directions

You received your bank statement in the mail, and now you need to balance your checkbook. The account register is the record of your checking account.

- » Use the bank statement to balance your account.
- » Read the statement and make sure all transactions (deposits, withdrawals, transfers, electronic bill payments and checks) are written in your account register. Put a mark next to each one. Add any missing transactions and fix incorrect ones.
- » Record any bank fees in the debit column of your account register.
- » After you have fixed your account register, use the form below to see if your checkbook is balanced. The ending balance should match your account register. What is personal finance?

Balance on bank statement: \$ _____

Balance on Register \$ _____

Deposits that are not on the bank statement:

missed deposits

| DATE | AMOUNT |
|------|--------|
| | |
| | |
| | |
| | |
| | |

Total deposits (from above) + \$ _____

total deposits \$ _____

Deposit subtotal = \$ _____ (Total deposit + balance on bank statement)

adjusted subtotal \$ _____

Checks written or withdrawals that are not on the bank statement:

missed withdrawals

| DATE | AMOUNT |
|------|--------|
| | |
| | |
| | |
| | |
| | |

Deposit subtotal (from above) \$ _____

adjusted subtotal from above \$ _____

Total withdrawals (from above) - \$ _____

total withdrawals \$ _____

Ending Balance = \$ _____ (Deposit subtotal minus total withdrawals)

Ending Balance \$ _____

Balancing Your Checking Account ^(2/3)

Your checkbook register

| Date | # | Transaction Type | Deposit | Withdrawal | Balance |
|-------|------|----------------------|------------|------------|------------|
| | | | | | \$850.43 |
| 04/02 | | Green Gas & Oil | | \$37.00 | \$813.43 |
| 04/03 | | ATM | | \$30.00 | \$783.43 |
| 04/05 | 1318 | Cell Phone Company | | \$100.00 | \$683.43 |
| 04/06 | | Favorite Mall Shop | | \$52.44 | \$630.99 |
| 04/13 | | Deposit | \$1,206.78 | | \$1,837.77 |
| 04/17 | | Groceries R Us | | \$57.89 | \$1,779.88 |
| 04/18 | 1319 | College Dorm Deposit | | \$350.00 | \$1,429.88 |
| 04/23 | 1320 | Charity Funds | | \$25.00 | \$1,404.88 |
| 04/25 | | Deposit | \$250.00 | | \$1,654.88 |
| 04/26 | | Not so Green Gas Co. | | \$52.00 | \$1,602.88 |
| 04/26 | 1321 | My Basic Internet | | \$33.00 | \$1,569.88 |
| 04/26 | 1322 | House Payment | | \$1,375.00 | \$194.88 |
| 04/28 | | Good Eats Cafe | | \$46.00 | \$148.88 |
| 04/30 | | Deposit | \$1,206.78 | | \$1,355.66 |
| 04/30 | 1323 | Boats R Fun | | \$715.00 | \$640.66 |
| 04/30 | | 9 Mile Store | | \$26.57 | \$614.09 |

Balancing Your Checking Account (3/3)

Your bank statement

BANK OF LAMPONIA - MONTHLY STATEMENT

| DATE | TRANSACTION TYPE | DEPOSIT | WITHDRAWAL | BALANCE |
|-------|---|-----------|------------|-----------------------------|
| 04/03 | DBT/WDR GREEN GAS & OIL | | \$37.00 | \$813.43 |
| 04/04 | ATM CASH W/D | | \$30.00 | \$783.43 |
| 04/06 | CHECK 00204321 1318 | | \$100.00 | \$683.43 |
| 04/07 | POS/WDR GALLERIA MALL, LAMPONIA, TN | | \$52.44 | \$630.99 |
| 04/08 | DBT/WDR AIRPORT/GIFT SHOP | | \$30.57 | \$600.42 |
| 04/12 | ACH/WORK FOR A LIVING BEST PLACE TO WORK | \$1206.78 | | \$1,807.20 |
| 04/18 | DBT/WDR GROCERIES R US | | \$57.89 | \$1,749.31 |
| 04/27 | CHECK 00104321 1320 | | \$25.00 | \$1,724.31 |
| 04/25 | TRANSFER FROM 2390580 | \$250.00 | | \$1,974.31 |
| 04/30 | CHECK 0034321 1321 | | \$33.00 | \$1,941.31 |
| 04/27 | DBT/WDR NOT SO GREEN GAS CO. | | \$52.00 | \$1,889.31 |
| 04/28 | CHECK 00304321 1322 HOUSE PAYMENT | | \$1375.00 | \$514.31 |
| 04/29 | DBT/WDR GOOD EATS CAFÉ | | \$46.00 | \$468.31 |
| 04/30 | DBT/WDR 9 MILE ROAD STORE | | \$26.57 | \$441.74 |
| 04/30 | SHARE DIVIDEND | \$0.50 | | \$442.24 |
| 04/30 | ATM WDR FEE OUT OF NETWORK BANK | | \$3.00 | \$439.24 |
| | | | | BEGINNING BALANCE: \$850.43 |
| | | | | ENDING BALANCE: \$439.24 |