**Bank Reconciliation Key**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Bank Statement** | | | | | | | | |  |  |  |  | **Checkbook** | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Beginning balance: | | | | | | | | | **1,051.00** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Checks that have cleared:** | | | | | | | | |  |  |  |  | **1.** | **Ending bank statement balance: \_914.25\_** | | | | | | | | | | | | | | | | | |  |
|  |  | |  |  |  | | |  |  |  | |  |  |  |  |  |  | | |  |  | |  |  |  |  |  |  |  |  |  |  |  |
|  | No. | | | | Date | | | | | Amount | | |  | **2.** | **List checks and other withdrawals made** | | | | | | | | | | | | | | | | | |  |
|  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  | | |  |  | |  |  |  |  | |  |  |  |  | |  |
|  | 127 | |  |  | 4/1 | |  |  |  | 57.00 |  |  |  | **but not shown on statement (outstanding):** | | | | | | | | | | | | | | | | | | |  |
|  | 128 | |  |  | 4/5 | |  |  |  | 450.00 |  |  |  | No. | |  | | | Date | | |  | Amount | | | | | | | | | |  |
|  |  | |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |
|  | 130 | |  |  | 4/7 | |  |  |  | 89.75 |  |  |  | 129 | | |  |  | 4/16 |  |  | 117.50 | | | | | |  |  |  |  |  |  |
|  | **Debits and Other Withdrawals:** | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | | |  |  | | | |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Date | | |  | Amount | | | |  | Description | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  | | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4/11 | |  |  | 15.00 | | | |  | Fast Food | | |  | Total withdrawals: | | | | | | | | \_\_117.50\_\_ | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 4/15 | |  |  | 25.00 | | | |  | Bank Service | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Charge | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Deposits:** | | | |  |  |  |  |  |  |  |  |  | **3.** | **List deposits made but not shown on** | | | | | | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **statement (outstanding):** | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Date | | |  | Amount | | | |  | Description | | |  | Date | | | | | Amount | | |  | Description | | | | | | | | | |  |
|  | 4/2 |  |  |  | 500.00 | | |  |  | Payday | |  |  | 4/15 | | |  |  | 50.00 | |  |  | Refund | | | | | | | |  | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | Total deposits: | | | | |  |  |  | \_\_50.00\_\_\_ | | | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Ending balance: 1,051.00 – 57.00 - 450.00 – | | | | | | | | | | | |  | **4.** | **Subtract line 2 from line 1.** | | | | | | | **\_796.75\_\_\_** | | | | | | | | |  |  |  |
|  |  | | | | | | | | | | | |  |  |  | | | | | | |  | |  | | | |  | | |  |  |  |
|  | 89.75 – 15.00 – 25.00 + 500.00 = **914.25** | | | | | | | | | | | |  | **5.** | **Add number 3 and 4.** | | | | | | | **\_** | | **846.75** | | | | **\_\_\_** | | |  |  |  |
|  |  |  | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | **This should match your Checkbook Balance.** | | | | | | | | | | | | | | | | | | |  |