Business Math

Lesson 3.4 Check Register Reconciliation

**Directions:** Complete the reconciliation form for the following problems.

1. Gerald Booth has two outstanding checks: check 1080 for $48.65 and check 1081 for $93.28. Gerald’s bank statement has a balance of $323.98 with no outstanding deposits.

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| **Reconciliation Form** | | | |
| Follow these steps: |  | Outstanding Checks | |
| 1. Enter Closing Balance from Statement | $ |  | $ |
|  | $ |
| 2. Add any deposits outstanding | + |  | $ |
|  | $ |
| 3. Add lines 1 and 2 | = |  | $ |
|  | $ |
| 4. Enter total of Checks Outstanding | - |  | $ |
|  | $ |
| 5. Subtract line 4 from line 3. This amount should equal your check register balance. | $ | Total | $ |

1. Maria’s bank statement showed a closing balance of $1,383.53, no outstanding deposits, and two outstanding checks for $129.45 and $87.39. Reconcile her bank statement.

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| **Reconciliation Form** | | | |
| Follow these steps: |  | Outstanding Checks | |
| 1. Enter Closing Balance from Statement | $ |  | $ |
|  | $ |
| 2. Add any deposits outstanding | + |  | $ |
|  | $ |
| 3. Add lines 1 and 2 | = |  | $ |
|  | $ |
| 4. Enter total of Checks Outstanding | - |  | $ |
|  | $ |
| 5. Subtract line 4 from line 3. This amount should equal your check register balance. | $ | Total | $ |

1. Xavier had a closing balance of $793.57 in his bank statement. The outstanding items were: a deposit of $312.09, Check 278 for $174.85, and Check 280 for $32.78. Reconcile his bank statement.

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| **Reconciliation Form** | | | |
| Follow these steps: |  | Outstanding Checks | |
| 1. Enter Closing Balance from Statement | $ |  | $ |
|  | $ |
| 2. Add any deposits outstanding | + |  | $ |
|  | $ |
| 3. Add lines 1 and 2 | = |  | $ |
|  | $ |
| 4. Enter total of Checks Outstanding | - |  | $ |
|  | $ |
| 5. Subtract line 4 from line 3. This amount should equal your check register balance. | $ | Total | $ |

1. The bank statement of Dottie Weigand showed a closing balance of $3,150.18. The transactions outstanding included three checks for $12.87, $39.47, and $840. Reconcile Dottie’s bank statement.

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| **Reconciliation Form** | | | |
| Follow these steps: |  | Outstanding Checks | |
| 1. Enter Closing Balance from Statement | $ |  | $ |
|  | $ |
| 2. Add any deposits outstanding | + |  | $ |
|  | $ |
| 3. Add lines 1 and 2 | = |  | $ |
|  | $ |
| 4. Enter total of Checks Outstanding | - |  | $ |
|  | $ |
| 5. Subtract line 4 from line 3. This amount should equal your check register balance. | $ | Total | $ |