Keeping a Checkbook Register

You should keep a record of every check and deposit you make so that you know how much money you have in your account. Usually, this record is kept in a checkbook register. Below is a sample checkbook register that Lauren Weber keeps on her laptop computer. Lauren has carefully entered her transactions for September. Her balance in her checkbook is $665.33. (Ignore the "Outstanding" column for the moment.)

	A	B	C	D	E	F	G	H
1	Date	Ck No	To	Amount	Cleared?	Deposit	Balance	Outstanding
2								
3	1-Sep	N/A	Deposit			800	800	0
4	3-Sep	101	Pizza Den	40			760	40
5	9-Sep	102	Food Mart	18.19			741.81	58.19
6	15-Sep	103	Benito's Pizza	33.67			708.14	91.86
7	16-Sep	104	Verizon	41.8			666.34	133.66
8	20-Sep	105	Juan's Detailing	120.24			546.1	253.9
9	22-Sep	106	Gap	22.77			523.33	276.67
10	28-Sep	107	Uncle Bill's Pizza	108			415.33	384.67
11	30-Sep	N/A	Deposit			500	915.33	-115.33
12	30-Sep	108	Dove Tail Apts.	250			665.33	134.67
13								
14								

Reconciling the Bank Statement

When Lauren receives her bank statement, she wants to make sure that both her records and the bank's agree. Lauren now reconciles her checkbook register with the bank statement. Lauren compares her bank statement with her checkbook register and puts a "1" in the "Cleared? Column" if the deposit or check is on the bank statement. She also subtracts the $5.00 service charge. Her spreadsheet now looks like:

	A	B	C	D	E	F	G	H
1	Date	Ck No	To	Amount	Cleared?	Deposit	Balance	Outstanding
2								
3	1-Sep	N/A	Deposit		1	800	800	0
4	3-Sep	101	Pizza Den	40	1		760	0
5	9-Sep	102	Food Mart	18.19	1		741.81	0
6	15-Sep	103	Benito's Pizza	33.67	0		708.14	33.67
7	16-Sep	104	Verizon	41.8	1		666.34	33.67
8	20-Sep	105	Juan's Detailing	120.24	1		546.1	33.67
9	22-Sep	106	Gap	22.77	1		523.33	33.67
10	28-Sep	107	Uncle Bill's Pizza	108	1		415.33	33.67
11	30-Sep	N/A	Deposit		0	500	915.33	-466.33
12	30-Sep	108	Dove Tail Apts.	250	1		665.33	-466.33
13	30-Sep	N/A	Service Charge	5	1		660.33	-466.33

Lauren now finds an empty place on her spreadsheet. She performs the following calculation: Ending Balance as shown on the bank statement minus H13, the last number in the outstanding column. In this example, 194-H13 = 660.33. Lauren has reconciled her checkbook and can move on to the next month. (Remember: use the equals sign before entering a mathematical equation. In this case, I went to cell I13 and typed: =194-H13 and hit return. The answer, 660.33, matches the checkbook so Lauren has successfully reconciled.

The spreadsheet is intended to make entering data and reconciling your checkbook easy. However, you should be careful when entering data and you should check your data entry. If your checkbook does not agree with your reconciliation, try

1. Checking to see if the amount you entered on the spreadsheet was correct.
2. Checking to see if every check and deposit has been correctly entered.
3. Did you forget to subtract the service charge?
4. Have you missed an outstanding check or deposit?
5. Have you forgotten an automatic payment or debit card transaction?

Monthly Transactions Name ____________________

Directions: Enter the following transactions in an Excel spreadsheet. Verify that you have entered the amounts correctly. Then using your bank statement, reconcile your checkbook.

Transactions for January

January 3 Open your checking account with a deposit of $700.00.
4 Write Check 101 for $50 to Food Mart.
6 Write Check 102 to Gas and Dash for $35.
10 Write Check 103 to Verizon for $87.
20 Deposit your paycheck of $200.
28 Write Check 104 to Dove Tail for $350 for monthly rent.

After the January 28 transaction, the balance on your spreadsheet should be $378.00.

Transactions for February

February 4 Write Check 105 for $90 to Pizza Buffet.
5 Make a deposit of $300.
12 Write Check 106 for $65 toWest Side Store for gas.
24 Write Check 107 for $170 to Food Mart.
27 Make a deposit of $300.
27 Write Check 108 for $350 to Dove Tail for rent.

Transactions for March

March 1 Write Check 109 for $20 to Pizza Barn.
7 Write Check 110 for $30 to Rib Heaven.
15 Write Check 111 for $80 to Verizon.
17 Write Check 112 for $160 to Food Mart.
20 Make a deposit for $500.
25 Write Check 113 for $350 to Dove Tail for Rent.
31 Write Check 114 for $50 to the Dew Drop Inn.

Transactions for April

April 1 Write Check 115 to Pizza Cove for $40.
1 Write Check 116 to Fool's Paradise for $20.
10 Deposit $300.
15 Write Check 117 to the IRS for $50.
20 Deposit $300.
29 Write Check 118 to Dove Tail for $350.

Transactions for May

May

1 Write Check 119 to Panera Pizza for $30.
3 Write Check 120 to Sloppy Joe's Pizza for $15.
5 Deposit $300.
20 Write Check 121 to Hallmark for $30.
25 Write Check 122 to Dove Tail for $350 for rent.

Transactions for June Extension Activity

Last month, you signed up for an automatic withdrawal for Dove Tail for your $350 per month rent. The automatic payment will be made on the 25th of every month. You also received your debit card that can be used as an ATM card.

June

2 Write Check 123 for $80 to Pizza Heaven.
5 Your grandmother sent you a check for $1,000 as a graduation present. You deposit $800 in your checking account. You put the $200 into your savings account.
20 Use your debit card to withdraw $100 in cash for spending.
24 Write Check 124 to Pizza Bar for $35.
30 Write Check 125 to Food Mart for $200 for groceries.

GOLD SEAL BANK

Anywhere, USA **563-236-6534**

Account Number	Account Statement	Statement Date
23453		01 31 2011

Account Summary

Beginning Balance	000.00	Service Charge	5.00-
Deposits/Credits	900.00		
Payments/Debits	177.00		
Ending Balance	723.00		

Other Account Activity

Checking Summary

01/03	Deposit	700.00+
01/04	Check 101	50-
01/07	Check 102	35-
01/12	Check 103	87-
01/20	Deposit	200.00+

Checks Outstanding		
No.	$	
Total		

1. Find outstanding checks and deposits
2. Total the outstanding checks
3. Subtract outstanding checks

Ending Balance on Statement	$	
Add: Deposits not Shown		
Total		
Subtract Outstanding Checks		
Balance		

GOLD SEAL BANK

Anywhere, USA **563-236-6534**

Account Number	Account Statement	Statement Date
23453		02 27 2011

Account Summary

Beginning Balance	723.00	Service Charge	5.00-
Deposits/Credits	300.00		
Payments/Debits	590.00		
Ending Balance	433.00		

Other Account Activity

Checking Summary

02/02	Check 104	350-
02/05	Deposit	300+
02/13	Check 106	65-
02/27	Check 107	170-

Checks Outstanding		
No.	$	
Total		

1. Find outstanding checks and deposits
2. Total the outstanding checks
3. Subtract outstanding checks

Ending Balance on Statement	$	
Add: Deposits not Shown		
Total		
Subtract Outstanding Checks		
Balance		

GOLD SEAL BANK

Anywhere, USA **563-236-6534**

Account Number	Account Statement	Statement Date
23453		03 31 2011

Account Summary

Beginning Balance	$433.00
Deposits/Credits	$800.00
Payments/Debits	$485.00
Ending Balance	$748.00

Other Account Activity

Service Charge	5.00-

Checking Summary

03/01	Deposit	300+
03/01	Check 108	350-
03/01	Check 109	20-
03/08	Check 110	30-
03/15	Check 111	80-
03/20	Deposit	500+

Checks Outstanding		
No.	$	
Total		

1. Find outstanding checks and deposits
2. Total the outstanding checks
3. Subtract outstanding checks

Ending Balance on Statement	$	
Add: Deposits not Shown		
Total		
Subtract Outstanding Checks		
Balance		

GOLD SEAL BANK

Anywhere, USA **563-236-6534**

Account Number	Account Statement	Statement Date
23453		04 29 2011

Account Summary

Beginning Balance	$748.00
Deposits/Credits	$600.00
Payments/Debits	$665.00
Ending Balance	$683.00

Other Account Activity

Service Charge	5.00-

Checking Summary

04/01	Check 113	350-
04/01	Check 115	40-
04/02	Check 116	20-
04/10	Deposit	300+
04/20	Deposit	300+
04/21	Check 105	90-
04/22	Check 112	160-

Checks Outstanding		
No.	$	
Total		

1. Find outstanding checks and deposits
2. Total the outstanding checks
3. Subtract outstanding checks

Ending Balance on Statement	$	
Add: Deposits not Shown		
Total		
Subtract Outstanding Checks		
Balance		

GOLD SEAL BANK

Anywhere, USA **563-236-6534**

Account Number	Account Statement	Statement Date
23453		05 31 2011

Account Summary

Beginning Balance	$683.00
Deposits/Credits	$300.00
Payments/Debits	$485.00
Ending Balance	$498.00

Other Account Activity

Service Charge	5.00-

Checking Summary

05/04	Check 119	30-
05/12	Check 114	50-
05/13	Deposit	300+
05/13	Check 117	50-
05/29	Check 118	350-

Checks Outstanding		
No.	$	
Total		

1. Find outstanding checks and deposits
2. Total the outstanding checks
3. Subtract outstanding checks

Ending Balance on Statement	$	
Add: Deposits not Shown		
Total		
Subtract Outstanding Checks		
Balance		

GOLD SEAL BANK

Anywhere, USA **563-236-6534**

Account Number	Account Statement	Statement Date
23453		06 30 2011

Account Summary

Beginning Balance	$ 498.00
Deposits/Credits	$ 800.00
Payments/Debits	$1035.00
Ending Balance	$ 263.00

Other Account Activity

06/30	Service Charge	5.00-
06/20	ATM	100.00-
06/25	Auto Payment	350.00-

Checking Summary

06/01	Check 122	350-
06/05	Deposit	800+
06/20	Check 121	30-
06/25	Check 125	200-

Checks Outstanding		
No.	$	
Total		

1. Find outstanding checks and deposits
2. Total the outstanding checks
3. Subtract outstanding checks

Ending Balance on Statement	$	
Add: Deposits not Shown		
Total		
Subtract Outstanding Checks		
Balance		

