

Your Credit Union
Anyplace USA

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Thomas B. Anderson
2063 Pleasant Road
Anywhere, USA 12345

Statement Closing Date
July 31, 20XX

PREMIUM SHARE DRAFT ACCOUNT

Beginning Balance on June 30, 20XX	\$ 800.00
Deposits and other additions	\$ 1100.00
Checks paid and other subtractions	\$ 229.72

<i>Trans Date</i>	<i>Description</i>	<i>Debits</i>	<i>Credits</i>	<i>New Balance</i>
6/30	Beginning balance			800.00
7/5	Check No. 5103	59.99		740.01
7/8	ACH: Trans. 0945620		500.00	1240.01
7/15	Check No. 5105	50.00		1190.01
7/19	ATM: Withdrawal S51491 6	43.00		1147.01
7/21	ACH: Trans. 0945671		600.00	1747.01
7/22	ATM: Withdrawal S98754 2	20.00		1727.01
7/22	ACH: Internet Company	56.73		1670.28
7/31	Closing balance			1670.28

Checking Account Reconciliation

CHECK REGISTER

CHECK NO.	DATE	DESCRIPTION	PAYMENT/DEBIT	DEPOSIT/CREDIT	BALANCE
		Starting Balance			800.00
5103	7/5	Office Depot	59.99		740.01
		Copy paper			
	7/8	Invoice #3251		500.00	1240.01
		K. Brower			
5104	7/13	HEB	15.22		1224.79
		Paper plates, cups			
5105	7/15	Contract Labor	50.00		1174.79
		J. Thomas			
	7/19	ATM	43.00		1131.79
		Meeting downtown: \$40 cash, \$3 fee			
	7/21	Invoice #3255		600.00	1731.79
		A. Herman			
	7/22	AT&T	56.73		1675.06
		Internet			
5106	7/24	ABC Product Supply	75.00		1600.06
		P.O. # 116			
	7/28	Premium Products		21.43	1621.49
		Refund			

Reconciliation Form

Follow these steps:

1. Enter Ending 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.

Outstanding Checks

No.

Amt.

+

=

—

Total