# BALANCING YOUR CHECKING ACCOUNT

| OUTSTANDING CREDITS (Not Shown On Your Bank Statement) | OUTSTANDING DEBITS (Not Shown On Your Bank Statement) |
|---|---|

| DATE | AMOUNT | | DATE | AMOUNT |
|---|---|---|---|---|
| **3/1/2007** | **Pay Check Deposited $1,500.00** | | **3/1/2007** | **Bank Charge – Balance Under $500.00 $5.00** |
| | | | **3/5/2007** | **VISA Debit Card XYZ Groceries $50.00** |
| | | | **3/5/2007** | **VISA Debit Card User Fee $1.00** |
| | | | **3/10/2007** | **ATM Transaction $50.00** |
| | | | **3/20/2007** | **ATM Transaction User Fee $1.00** |
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1. Ending balance shown on your most current bank statement. $ 418.95
2. Total the outstanding credits/deposits listed above & add to #1. + $ 1,500.00
3. Total the outstanding debits/checks listed above & subtract from #2. - $ 107.00
4. This total should be the same as the balance in your checkbook. = $ 1,811.95
   (*Remember to add interest and/or deduct fees to the balance in your checkbook.*)

**Information compiled by the LEAP Initiative**
**An advocacy program of the Missouri Society of CPAs**

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MSCPA
Missouri Society of Certified Public Accountants