Balancing a Checking Account

Using the information below and on the following page, enter the facts needed on the check register provided to balance a checkbook and then balance the account.

1. Your account was opened with $500.00. See the register below.

2. The bank has sent your statement and says that your balance is $262.85. Can this figure be found in your check register? __________________________________________________________________________
   Why? __________________________________________________________________________

3. The following checks have cleared the account: 001, 003, 004, 008, and 009. What do you do with this information?
   __________________________________________________________________________

4. The service charge against the account is $3.65; where does this figure go? __________________________________________________________________________
   What do you do with it? __________________________________________________________________________

5. What steps did you take to arrive at your answer? __________________________________________________________________________

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Description of Transaction</th>
<th>Payment (-)</th>
<th>T ✓</th>
<th>Fee (if any)</th>
<th>Deposit (+)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
</tbody>
</table>

Record all charges or credits that affect your account

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