



SAMPLE BANK OF ANYTOWN

STATEMENT OF ACCOUNTS

SAMPLE BANK

CHECKING ACCOUNT

HAPPY BRANCH
4444 THIS STREET
ANYTOWN, STATE 00000

CUSTOMER SERVICE 24 HOURS A DAY, 888-000-0000

MOMS CLUB OF ANYTOWN, STATE
1234 MAIN STREET
ANYTOWN, STATE 00000

ACCOUNT
12345-678910
STATEMENT PERIOD
6-1-20XX TO 6-30-20XX

THANK YOU FOR BANKING WITH SAMPLE BANK

SUMMARY OF YOUR ACCOUNTS

CHECKING	
BEGINNING BALANCE	500.00
DEPOSITS	190.00
WITHDRAWALS	275.98
SERVICE CHARGES/FEES	3.00
ENDING BALANCE	411.02

CHECKING ACTIVITY

DEPOSITS		
POSTED	AMOUNT	DESCRIPTION
6-05	90.00	DEPOSIT AT BRANCH
6-15	100.00	DEPOSIT AT BRANCH

WITHDRAWALS		
PAID	AMOUNT	CHECK NUMBER
6-16	200.00	106
6-24	25.98	107
6-26	50.00	108

CHECKING SERVICES CHARGE AND FEE SUMMARY

AMOUNT	DESCRIPTION
3.00	MONTHLY SERVICE CHARGE

This is a sample checking account bank statement showing checks that have cleared the bank. Use this to practice the steps you will take to balance your checking account each month.

1. Open your bank statement and look for charges (other than checks) made against your account.
2. Subtract those charges from your checkbook register.
3. Remove your canceled checks from your statement and put them in order by check number.
4. Compare the amounts on the canceled checks and deposits with the amounts written in your checkbook register. Check off all canceled checks and deposits in the checkbook register.
5. Insert the last balance shown on your bank statement
6. Add deposits not credited to your account.
7. Deduct all checks that are outstanding (not checked off in your checkbook register, and therefore not yet charged to your account).
8. Your adjusted balance should agree with the balance in your checkbook register. If it doesn't, check your addition and subtraction, then check to be sure you have entered all the numbers correctly.