



Registers & Reconciliation,

a Quick Start Guide to Balancing Your Check Book.

A check/debit register is a personal record of all activity on your checking account. You will receive a paper register at account opening or when you order checks. For convenience, you may also choose to use a Register App or software program. They all have the same basic information for keeping track of your transactions; the important thing is to **be diligent in your recording** regardless of the register you use.

Anytime there is any activity in your account, you should record it and keep a running total of your **available balance**. By doing this, you will always know how much money you have in your account and it will **help to prevent** you from writing checks or **withdrawing funds for more money than you have available**.

When you check your e*Statement online or receive a paper copy in the mail, you want to make sure that the transactions that show on the statement match what you have recorded in your register. This is called reconciliation.

Using Your Check/Debit Register:

1. Your register should **start with an opening/starting balance** and every transaction after that should be recorded.
2. Recording Transactions: (Not all registers have the columns labeled or in the same order as below, but the basic premise is the same.)
 - a. Record the **date**.
 - b. In the next column you will record where you made the purchase or a **description of the transaction**.
 - c. If you wrote a check, write your **check number** in the column provided or include it as part of the description if there is not a dedicated column for Check numbers.
 - d. Record the **amount of the transaction** in the appropriate column (Withdrawal/Debit or Deposit)
 - e. **Adjust your balance on the far right.**

Ck #	Date	Transaction/Description	Withdrawal -	√	Deposit +	Balance
	2/12	Initial/Starting Deposit				500 00
	2/14	Netflix	10 99			-10 99
						489 01
101	2/21	Walmart	15 60			-15 60
						473 41
	2/22	Kroger	46 51			-46 51
						426 90
102	2/27	Johnny's Karate Classes	100 00			-100 00
						326 90
	2/28	Payroll			750 00	+750 00
						1076 90
	3/3	ATM Withdrawal	80 00			-80 00
						996 90

You will want to **follow the same procedure for recording all transactions** including **deposits** of any kind (including **dividends**), **any fees** you may incur, and **any withdrawals** you make at a teller or from an ATM machine. If you have recorded every transaction and adjusted your balance correctly, you will always have an accurate account of your **available balance** regardless of merchant reporting or check submission/clearing.



Health Center Credit Union

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Ask for **KASASA**

Reconciling Your Check/Debit Register:

1. Take your **register** and compare it to your **statement**. When you see a deposit, withdrawal, or check on your statement, find the same transaction in your register and **put a check-mark** beside it **to indicate it has cleared/posted to your account**.

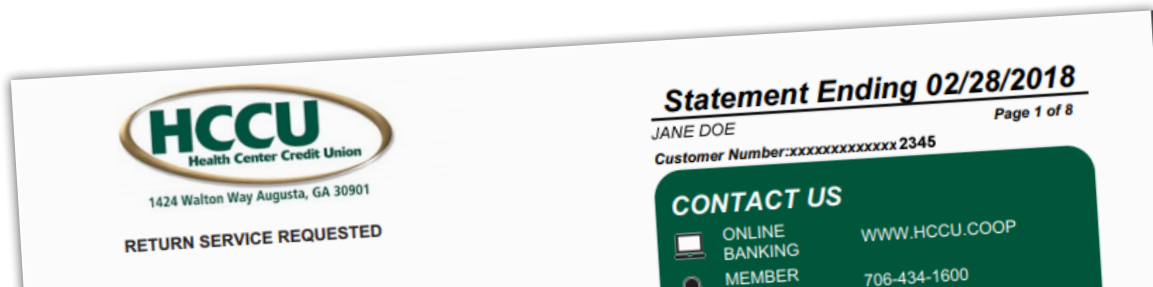
2. When you have gone through your statement and matched everything, **look for anything extra** that is on your statement, and anything in your transaction register **that has not been checked off**. There may be fees (Withdrawal) or dividends (Deposit) that show up on your statement. **Record these amounts in your transaction register** to ensure that your running balance is always accurate.

3. You may also notice that you have written a check or made a debit card purchase that has not shown up on your statement yet. If it has been awhile since you wrote the check, you may want to contact the recipient to make sure there were no issues and that they have not misplaced it.

If you took money out of an ATM and forgot to record it in your transaction register you will find this by reconciling your register as well. Make sure you record it during this process so that your running balance is correct.

4. Make **a notation** in your register **to indicate it has been balanced/reconciled**. Make sure you indicate the date you balanced, and the Statement you balanced against.

5. When you get your next statement you will reconcile your transaction register again from the last reconciliation indication(4) forward. If you have any items carrying over that had not cleared on your last statement(3), you may need to look above the last reconciliation entry to check everything off.



Ck #	Date	Transaction/Description	Withdrawal -	✓	Deposit +	Balance	
	2/12	Initial/Starting Deposit		✓		500 00	
	2/14	Netflix	10 99	✓		-10 99	
						489 01	
101	2/21	Walmart	15 60	✓		-15 60	
						473 41	
	2/22	Kroger	46 51	✓		-46 51	
						426 90	
102	2/27	Johnny's Karate Classes	100 00			-100 00	
						326 90	
	2/28	Payroll		✓	750 00	+750 00	
						1076 90	
	3/3	ATM Withdrawal	80 00			-80 00	
						996 90	
	2/28	Dividends		✓	0 75	+0 75	
						997 65	
	3/4	Balanced to 2/28/18 Statement	<hr/>				997 65

Best Practices:

- The only way to keep an **accurate available balance** is through your register. **Only you have access to the most accurate up-to-date knowledge** of every account transaction. Daily or weekly monitoring of your account through **Online/Mobile banking** is a great way of staying on top of your spending, catching any possible fraud early, or noting any mid month fees that you may have incurred, but it **is not a replacement for keeping and reconciling your register**.
- **Online methods** may not show all pending transactions, and will not have access to information on checks that you've written that have yet to clear your account. **Calling the automated line or speaking with an HCCU representative** will only provide you with an **available balance based on posted items** as well.
- If you have funds on hold/ Direct Deposits/Payroll Deductions set to be deposited to your account on a certain date, make sure you check that they have **actually posted to your account before adding that amount to your register as available funds**. If, for any reason, the funds don't post to your account on the day you are expecting them and you make withdrawals/purchases on those uncollected funds, **you will be held responsible** for any fees/overdrafts that occur.
- **Use a pencil and a calculator** when balancing your register. Some of the most common errors you may come across when calculating your available balance can be found/avoided by double checking and correcting your math.
- If you **need help balancing/reconciling** your register, we are **available to assist** in getting you started. Ongoing assistance is available for a small fee. Please **call to schedule an appointment** if you need assistance