

Balancing a checkbook

What are you doing?

I'm **balancing** my checkbook.

Balancing your checkbook?

Yes, I'm making sure my numbers and the bank's number **agree**.

How do numbers **agree**?

When my checkbook says I have \$200 and the bank statement say I have \$200, then they agree.

So how do you balance your checkbook?

During the month, I have to **subtract** all the **checks** I write and **add** all the **deposits** I make to the **balance** in my account.

Then your number will agree with the bank's number?

Not always. Sometimes a **check** doesn't **clear**.

What does that mean?

Sometimes I write a **check**, but the **check** isn't recorded by my bank until days or weeks later.

What do you do then?

I **add back** all the checks that haven't cleared and **subtract** any deposits that haven't been recorded from my checkbook balance. Then my number will **agree** with the bank's number.

Then your checkbook is **balanced**?

Then my checkbook is **balanced**.