CHECKBOOK REGISTER RECONCILIATION WORKSHEET

1.	Record and **subtract from checkbook register balance** (and Receipt and Expenditure Record) all charges/fees shown on statement that are not recorded in your checkbook register since last reconciliation.	
2.	Record and **add to checkbook register balance** (and Receipt and Expenditure Record) any interest shown on statement that is not recorded.	
3.	Record closing bank statement balance at right:	$
4.	List and total outstanding checks below: Check Number _____ Amount _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ Enter **total** at right:	$
5.	Subtract total 4 from balance 3.	$
6.	Total all deposits that are not shown on statement since last reconciliation. Date _____ Deposits _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ Enter **total** at right:	$
7.	Add totals 5 and 6. This figure should match your adjusted checkbook register balance	$