

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:	\$
--	----

<p>4. List and total outstanding checks below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: left;">Check Number</th> <th style="width: 40%; text-align: left;">Amount</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> <p style="text-align: right;">Enter total at right:</p>	Check Number	Amount	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	\$
Check Number	Amount																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						

5. Subtract total 4 from balance 3.	\$
-------------------------------------	----

<p>6. Total all deposits that are not shown on statement since last reconciliation.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: left;">Date</th> <th style="width: 40%; text-align: left;">Deposits</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table> <p style="text-align: right;">Enter total at right:</p>	Date	Deposits	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	\$
Date	Deposits																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						
_____	_____																						

<p>7. Add totals 5 and 6.</p> <p>This figure should match your adjusted checkbook register balance</p>	\$
--	----