CHECKBOOK BALANCING WORKSHEET

OUTSTANDING CHECKS OR WITHDRAWALS

Date or Number	Amount	
TOTAL		

CHECKBOOK RECONCILIATION

ENTER
BALANCE THIS STATEMENT _____
ADD
RECENT DEPOSITS _____
(NOT CREDITED ON THIS STATEMENT) _____
_____
_____
_____
_____
_____
_____
_____

TOTAL $ _____

SUBTRACT
OUTSTANDING CHECKS _____

BALANCE _____ *

* This number should agree with your own checkbook balance. Remember to add interest earned and deduct charges included on this statement and enter those in your checkbook register.

Please refer to the procedures outlined in your statement for reporting any discrepancies.