

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: <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Check Number</th> <th style="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 align="right" colspan="2">Enter total at right:</td> </tr> </tbody> </table>	Check Number	Amount	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Enter total at right:		\$
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5. Subtract total 4 from balance 3.	\$																				
6. Total all deposits that are not shown on statement since last reconciliation. <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="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 align="right" colspan="2">Enter total at right:</td> </tr> </tbody> </table>	Date	Deposits	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Enter total at right:		\$
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7. Add totals 5 and 6. This figure should match your adjusted checkbook register balance	\$																				