

CHECKBOOK REGISTER RECONCILIATION WORKSHEET

<p>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.</p>																									
<p>2. Record and add to checkbook register balance (and Receipt and Expenditure Record) any interest shown on statement that is not recorded.</p>																									
<p>3. Record closing bank statement balance at right:</p>	<p style="text-align: center;">\$</p>																								
<p>4. List and total outstanding checks below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; text-align: center; border-bottom: 1px solid black;">Check Number</th> <th style="width: 40%; text-align: center; border-bottom: 1px solid black;">Amount</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> </tbody> </table> <p style="text-align: right; margin-right: 20px;">Enter total at right:</p>	Check Number	Amount																					<p style="text-align: center;">\$</p>		
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<p>5. Subtract total 4 from balance 3.</p>	<p style="text-align: center;">\$</p>																								
<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: 40%; text-align: center; border-bottom: 1px solid black;">Date</th> <th style="width: 60%; text-align: center; border-bottom: 1px solid black;">Deposits</th> </tr> </thead> <tbody> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> <tr><td style="border-bottom: 1px solid black;"> </td><td style="border-bottom: 1px solid black;"> </td></tr> </tbody> </table> <p style="text-align: right; margin-right: 20px;">Enter total at right:</p>	Date	Deposits																							<p style="text-align: center;">\$</p>
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<p>7. Add totals 5 and 6.</p> <p style="margin-left: 20px;">This figure should match your adjusted checkbook register balance</p>	<p style="text-align: center;">\$</p>																								