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 proceedures outlined in your statement for reporting any discrepancies.