

Checkbook Balancing/ Reconciliation Form



This form should be used to compare your bank statement ending balance and your checkbook ledger to make sure they are balanced (equal) each month.

OUTSTANDING DEPOSITS

(Not included in your statement)

DATE	AMOUNT
Total Outstanding Deposits	<u>Total A</u>

STEPS TO RECONCILE/BALANCE ACCOUNT

1) Ending balance from your checkbook ledger		_____
2) Subtract total outstanding deposits (A)	-	_____
3) Add total outstanding checks (B)	+	_____
4) Subtract bank fees*	-	_____
5) Add interest earned*	+	_____
6) Adjusted balance (should equal bank statement)		_____

OUTSTANDING CHECKS

(Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		<u>Total B</u>

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.