

OHIO STATE UNIVERSITY EXTENSION

4-H Club or Committee

Checkbook Balancing/Reconciliation Form for _____ Month _____ Year

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. Reconciling of the account should be done by a 4-H volunteer or officer that does not have check signing authority. Place your reconcile form with your bank statement in your 4-H Club's or Committee's Financial Binder.

Outstanding Deposits

(Not included in your statement)

DATE	AMOUNT

Total Outstanding Deposits

Total A

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

Total B

BANK FEES AND INTEREST EARNED*

Type (explain below)	Amount
Fee:	
Fee:	
Fee:	
Fee:	
Interest:	

Bank fees and interest earned will show up on your bank statement and should be recorded in your checkbook, financial ledger and included in your account's reconciliation above.

