



Checkbook Balancing / Reconciliation Form

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

OUTSTANDING CHECKS (not included in your statement)

CHECK #	WRITTEN TO:	AMOUNT
TOTAL OUTSTANDING CHECKS (B)		

OUTSTANDING DEPOSITS (not included in your statement)

DATE	AMOUNT
TOTAL OUTSTANDING DEPOSITS (A)	

STEPS TO RECONCILE / BALANCE YOUR ACCOUNT

Ending balance from your current bank statement	
Subtract Outstanding Checks (A)	-
Add Outstanding Deposits (B)	+
Subtract bank fees *	-
Add interest earned *	+
BALANCE <i>(should agree with checkbook balance)</i>	

* Bank fees and interest earned will show up on your bank statement.