

# 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
<b>Total Outstanding Deposit</b>	

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
<b>Total Outstanding Checks</b>		

Total B

\* 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.

