## *CHECKING ACCOUNT RECONCILIATION*

### LIST OF OUTSTANDING CHECKS

| NUMBER | AMOUNT | |
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| TOTAL | | |

PERIOD ENDING _____

| | | |
|---|---|---|
| 1. Subtract from yoiur check register any charges or fees appearingon this statement which you have not preciously deducted. | | |
| 2. Enter statement balance here. | $ | |
| 3. Enter deposits made later than the date to this statement | + | |
| | + | |
| | + | |
| 4. Total | $ | |
| 5. Check off in your register each of the checks paid & list the numbers & amounts of those not paid. | | |
| 6. Subtract total checks outstanding. | + | |
| 7. This amount should equal your check register balance. | $ | |


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