CHECKING ACCOUNT RECONCILIATION WORKSHEET

Deposits not on bank statement

Date	Amount	
TOTAL*		

Checks outstanding

Check #	Amount	
TOTAL**		

Ending balance per bank statement	$
ADD deposits not shown on statement*	$
Sub Total	$
SUBTRACT checks outstanding**	$
TOTAL 1	$
Ending balance per checkbook	$
SUBTRACT any charges	$
Sub Total	$
ADD any interest paid	$
TOTAL 2	$
TOTAL 1 should equal TOTAL 2	

1. If TOTAL 1 and TOTAL 2 do not match, check for addition/subtraction error. If your math is correct,
   make sure that all deposits and checks are recorded.Be sure to record in the checkbook
   any interest and bank charges noted on the bank statement.
2. Mark all cleared checks and deposits in your checkbook.
3. Note in your checkbook at which point your reconciled your checkbook with the bank statement.