



Financial Accountability

Balancing a Checkbook Worksheet

To reconcile your account follow these simple steps:

1. Enter the amount shown as "New Balance" on the front of your Statement. \$ _____
2. Enter total amount of any deposits made after This Period Closing Date indicated on the statement. + \$ _____
3. Add #1 and #2 and enter total. = \$ _____
4. Below, list and add all outstanding items not shown on this statement. Enter total amount. - \$ _____
5. Subtract #4 from #3 and enter result. This amount should equal your current balance. \$ _____

If you do not balance:

- i) Verify additions and subtractions.
- ii) Compare the amount of each item listed on this statement with the corresponding entry in your records.
- iii) Compare your deposits with deposits shown on this statement.
- iv) Verify that you have accounted for all other transactions shown on this statement.
- v) Verify that you have added appropriate service charges (if appropriate).
- vi) Remember to enter all Automatic Teller Machine (ATM) withdrawals, deposits, and transfers.

Transactions Outstanding

<u>Description</u>	<u>Amount</u>
1.	
2.	+
3.	+
4.	+
5.	+
6.	+
7.	+
8.	+
9.	+
10.	+
11.	+
12.	+
13.	+
14.	+
15.	+
Total Outstanding (Enter as #4 above)	= \$ _____