## CHECKBOOK BALANCING WORKSHEET

CHECKBOOK RECONCILIATION

OUTSTANDING CHECKS OR WITHDRAWALS

Date or Number	Amount		
		ENTER	
		BALANCE THIS STATEMENT	
		ADD	
		RECENT DEPOSITS	
		(NOT CREDITED ON THIS STATEMENT)	
		_	
		_	
		$\dashv$	
		-	-
		7	
		TOTAL	\$
		7	•
		SUBTRACT	
		OUTSTANDING CHECKS	
		_	
		BALANCE	*
		_	
		┥ ┃	
		-	
		-	
		-	
		* This number should agree with your own checkbook balance.	
TOTAL		Remember to add interest earned and deduct charges included	
	· ·	on this statement and enter	those in your checkbook register.

## Please refer to the procedures outlined in your statement for reporting any discrepancies. 4. In one groups, students should arrange the shuations in date order. 5. One they've arranged all their situations, inform, students they need to use the information to update their checkbook impnastize the vocabulary windrawai, incaming a heginive transaction; and bepost, in anning a postitive transaction. 6. Inform students that under the first column, students should write either the check number or the word "DERIT" if debit card incamaval. 7. After each line of the register, students should update their balance. 8. Encourage crass discussion to neip students refare to panishly procedures.