STATEMENT RECONCILIATION

Cheques Outstanding

Payee or Cheque #	Amount

Total	

Four Easy Steps to Assist You In Balancing

1. Check off all items in your cheque book register which are shown on your statement.
2. List cheques not checked off (cheques outstanding).
3. Enter in your register any service charges and other items that appear on your statement but not in your records.

   Enter the new balance below (cheque book balance).
4. Complete the "reconciliation" below.

Closing balance on your statement	
Plus deposits made after statement closing date	
Sub-total	
Less outstanding cheques	
Equals	
Cheque book balance	

Difference	