|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CHECKBOOK BALANCE** | | |  |  |  |
|  |  |  |  |  |  |
| **OUTSTANDING DEPOSITS** |  | **OUTSTANDING CHECKS** | |  |  |
| *(Not included in your statement)* |  | *(Not included in your statement)* | |  | **Steps** |
| Date | Amount | Check # | Amount |  | 1) Ending balance from bank statement (this amount will already include any interest earned and bank fees deducted) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  | $ |
|  |  |  |  |  |  |
|  |  |  |  |  | 2) Add total outstanding deposits |
|  |  |  |  |  | $ |
|  |  |  |  |  |  |
|  |  |  |  |  | 3) Subtract total outstanding checks |
|  |  |  |  |  | $ |
|  |  |  |  |  |  |
|  |  |  |  |  | 4) New Balance (should equal checkbook balance) |
|  |  |  |  |  |
|  |  |  |  |  | $ |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Total |  |  |  |  |  |