

Monthly Bank Account Balance Worksheet

HOUSE NAME: _____

MONTH/ YEAR: _____

HOW TO RECONCILE YOUR HOUSE CHECK BOOK:

1. Check (✓) amounts shown on your bank statement against amounts recorded in your checkbook.
2. List below the checks which were written during the month that are in your checkbook but not on the bank statement.
3. List below the deposits made during the month that are in your checkbook but not on the bank statement.
4. Add up the deposits and the checks.
5. Look at any bank fees on the bank statement. Put in the total and add to the outstanding check total.
6. Add the total of the deposits listed below to the resulting checkbook balance. Then subtract the total of the checks and bank fees listed below.

Bank statement date: _____

DEPOSITS NOT ON YOUR STATEMENT		
DATE	AMOUNT	
TOTAL		

CHECKS NOT ON YOUR STATEMENT		
DATE	AMOUNT	
TOTAL		

FEE TOTAL		
TOTAL FEES & CHECKS		

ENTER STATEMENT ENDING BALANCE	+	TOTAL OF ITEMS <u>NOT</u> DEPOSITED

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NUMBER FROM TOTAL FEES AND CHECKS <u>NOT</u> ON STATEMENT	=	NEW ACCOUNT BALANCE