

Form 8.4 - Checkbook Balancing

CHECKBOOK BALANCING FORM					
OUTSTANDING DEPOSITS (Not included in your statement)		OUTSTANDING CHECKS (Not included in your statement)		STEPS:	
DATE	AMOUNT	CHECK #	AMOUNT		
				1) Ending balance from your bank statement	
				\$ _____	
				2) Add total outstanding deposits	
				+ _____	
				3) Subtract total outstanding checks	
				- _____	
				4) Subtract bank fees	
				- _____	
				5) Add interest earned	
				+ _____	
				6) New balance (Should equal checkbook balance)	
				\$ _____	