

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)	
				\$ _____	