COMMUNITY CENTRAL BANK

Account Balancing Worksheet

Step 1

In your checkbook register **mark all checks** appearing on your statement

Step 2

Checks **not** marked off in your checkbook register are outstanding and should be recorded in the section below

Check No.	Amount
Total Checks Outstanding	

Step 3

Enter your checkbook register balance	
List credits made to your account through transfers, interest, etc., as shown on your statement (Be sure to enter these in your checkbook)	
Subtotal Register Balance & Credits	
Subtract Account Fees (if any)	
Adjusted checkbook Balance	**A**

Step 4

Enter balance from statement	
List deposits shown in your checkbook, but not shown on the statement, because they were made and received after date of the statement	
Subtotal Statement Balance & Deposits	
Subtract Checks Outstanding Total	
Adjusted bank balance	**B**

Your checkbook is in balance if line **A** agrees with line **B**

We suggest that you retain this balancing worksheet with a copy of the corresponding Bank statement