CHEQUES OUTSTANDING	
NUMBER OR PAYEE	AMOUNT
TOTAL	

TO BALANCE THIS STATEMENT WITH YOUR OWN RECORDS

1. List cheques written but not on this statement. (Cheques outstanding):
2. Enter in your records service and other charges and adjust your balance.
3. Perform the reconciliation below:

ENDING BALANCE ON THIS STATEMENT	
PLUS DEPOSITS MADE AFTER CLOSING DATE	
SUB-TOTAL	
LESS OUTSTANDING CHEQUES	
GIVES TOTAL	
SHOULD EQUAL BALANCE IN YOUR RECORDS AFTER STEP 2	

This item can be recycled.