

Account Reconciliation

Outstanding Deposits		Outstanding Checks		Reconciliation	
Date	Amount	Check #	Amount		
				Share draft ending balance from statement	\$ _____
				Add: Total outstanding deposits	+ \$ _____
				Subtotal	\$ _____
				Subtract: Total outstanding checks & payments	- \$ _____
				Subtotal	\$ _____
				Subtract: Ending balance from account register	- \$ _____
Total		Total		Total (Should be \$0)	\$ _____

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