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| **RECEIPT & EXPENDITURE RECONCILIATION WORKSHEET** | | | | | | |
| 1. Record and **subtract from checkbook register balance** (and Receipt & Expenditure Log) all charges/fees shown on statement that are not recorded in your checkbook register since last reconciliation. | | | | | | |
| 2. Record and **add to checkbook register balance** (and Receipt & Expenditure Log) any interest shown on statement that is not recorded. | | | | | | |
| 3. Record closing bank statement balance at right: | | | | | $ |  |
| 4. List and total outstanding checks below: | | | | |  | |
|  | Check Number |  | Amount |  |  | |
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| Enter **total** at right: | | | | | $ |  |
| 5. Subtract total 4 from balance 3. | | | | | $ |  |
| 6. Total all deposits that are not shown on statement since last reconciliation. | | | | |  | |
|  | Date |  | Deposits |  |  | |
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| Enter **total** at right: | | | | | $ |  |
| 7. Add totals 5 and 6. | | | | |  | |
|  | | | | |  |  |
| This figure should match your adjusted checkbook register balance | | | | | $ |  |
|  | | | | |  | |