

# Riley's Checkbook Balancing Worksheet

1. Record the ending balance from the statement. \$ \_\_\_\_\_

2. List and total all deposits & additions NOT SHOWN on the statement

Date	Amount
Total	

3. Add 1 & 2 together \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

4. List and total all checks, withdrawals, debit card purchases NOT SHOWN on the statement.

Check# or Date	Amount
Total	

5. Subtract total from 4 from the total from 3 (in other words total 3 – total 4)

\$ \_\_\_\_\_ - \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (this should match your checkbook balance)

**Directions**

1. Record the ending balance from the bank statement in line one of the worksheet.
2. Look over the checkbook register and list and total all deposits & additions NOT SHOWN on the statement.
3. Add the ending balance and the total of the deposits & additions not shown on the statement.
4. Look over the checkbook register and list and total all checks, withdrawals, debit card purchases NOT SHOWN on the statement.
5. Subtract total you obtained in number 4 from the total you obtained in number 3.