

Balancing Checkbook - Check Sheet

1. Record the ending balance from the statement. \$ 436.78

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

Date	Amount
3/1/11	\$445.00
Total	\$445.00

3. Add 1 & 2 together \$ 436.78 + \$ 445.00 = \$ 881.78

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

Check# or Date	Amount
Total	0.00

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

\$ 881.78 - \$ 0.00 = \$ 881.78 (this should match your checkbook balance)

1. Record the ending balance from the bank statement in line one of the worksheet.
 $\$436.78$
2. Look over the checkbook register and list and total all deposits & additions NOT SHOWN on the statement. $\$445.00$
3. Add the ending balance and the total of the deposits & additions not shown on the statement. $\$436.78 + \$445.00 = \$881.78$
4. Look over the checkbook register and list and total all checks, withdrawals, debit card purchases NOT SHOWN on the statement. *All checks are on the statement.*
5. Subtract total you obtained in number 4 from the total you obtained in number 3.
 $\$881.78 - \$0.00 = \$881.78$