

HOW TO BALANCE THIS STATEMENT WITH YOUR OWN RECORDS

1. MARK OFF ON YOUR RECORD ALL ITEMS APPEARING ON THIS STATEMENT.
(PLEASE ENSURE ANY CHARGES OR CREDITS ARE ENTERED ON YOUR RECORD).
2. FILL IN RECONCILIATION SECTION BELOW.

RECONCILIATION

BALANCE SHOWN ON STATEMENT ▶ \$ _____

ADD

DEPOSITS/CREDITS SHOWN IN YOUR RECORD
BUT NOT SHOWN ON THE STATEMENT

▶ _____ ▶
_____ ▶

TOTAL ADDITIONS

\$ _____ \$ _____

SUBTOTAL \$ _____

SUBTRACT THE DOLLAR AMOUNT
OF CHEQUES WRITTEN
BUT NOT SHOWN ON
THE STATEMENT

▶ _____ ▶
_____ ▶

TOTAL SUBTRACTIONS

\$ _____ \$ _____

THIS FIGURE SHOULD AGREE WITH THE BALANCE SHOWN IN YOUR RECORD OF CHEQUES AND DEPOSITS.

\$ _____