apgfcu
achieve. prosper. grow.

Statement Date _____

STATEMENT RECONCILIATION STEPS

1. Go through your checkbook register and check off each deposit or other credit amount listed on this statement. If you have a deposit or other credit in your checkbook register that is NOT shown on this statement, list the amount in the **Deposits Outstanding** column. Also, list any deposits or other credits still outstanding from a previous statement.

2. Add and total then enter **TOTAL A** on **Line 6** below.

3. Go through your checkbook register and check off each check or other debit listed on this statement. If you have a checkbook register item NOT shown on this statement, list the amount in the **Checks Outstanding** column. Also, list any checks or debits still outstanding from a previous statement.

4. Add and total then enter **TOTAL B** on **Line 8** below.

	Amount	
5. Enter ending checking balance from front of statement		
6. Enter total of Deposits Outstanding (TOTAL A)		
7. Subtotal (Line 5 plus Line 6)		
8. Subtract total of Checks Outstanding (TOTAL B)		
9. Account Balance (Line 7 minus Line 8)		
10. Enter Check Register Balance		
11. Add any deposits, credits, or dividends listed on this statement but NOT listed in your checkbook register. Also, add this amount to your checkbook register.		
12. Subtotal (line 10 plus Line 11)		
13. Subtract any withdrawals or other debits listed in this statement but NOT listed in your check register. Also, subtract this amount from your check register balance.		
14. (Line 12 minus Line 13). This amount should be used as the balance on Line 9 and should also match the new total in your checkbook register. If not, A. review and check all figures used B. review last month's statement C. check all addition and subtraction in your check register.		

DEPOSITS OUTSTANDING		
Date	Amount	
TOTAL A		

CHECKS OUTSTANDING		
Number OR Date	Amount	
TOTAL B		