



## Workshop 4: Worksheet

### Checkbook Balancing Form

1. Outstanding Deposits (not included in your statement):		2. Outstanding Checks (not included in your statement):	
Date:	Amount:	Check Number:	Amount:

1. **Ending balance from your bank statement:** \$ \_\_\_\_\_
2. **Add total outstanding deposits:** + \_\_\_\_\_
3. **Subtract total outstanding checks** - \_\_\_\_\_
4. **New balance** (should equal your checkbook balance after you record interest and fees in your checkbook register) = \_\_\_\_\_