www.ghsfcu.com
800.732.4447

# CHECK RECONCILIATION SHEET

GHS FEDERAL CREDIT UNION

| Checks Outstanding | | |
|---|---|---|
| **Number** | **Amount** | |
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| **Total $** | | |

Reconcile your statement to your check register using this form.

If it doesn't balance:

- Verify additions/subtractions on the form and in your check register.
- Make sure the dollar amounts listed in your statement are the same as those recorded in your check register.

**ENTER** the Ending Balance from your statement. $_____ ❶

**ADD** any deposits made but not shown on this statement.

$_____
$_____
$_____
$_____ $_____ ❷

**Calculate Sub-Total** $_____

**SUBTRACT** the total Checks Outstanding from the chart above. $_____ ❸

**Calculate Final Balance ( ❶ + ❷ + ❸ ).**
This amount should be the balance shown in your check register. $_____