Account Reconcilement Guide

Follow these steps to reconcile your records with your monthly statement:

- 1) Compare your transaction record with transactions appearing on your statement to verify accuracy.
- 2) Your monthly statement summarizes your share draft transactions in numerical order. Compare the summary with your transaction record. Mark the items that appear on your statement as "cleared" in your record.
- 3) List in the table to the right all the items in your record that don't appear on your statement (items that have not yet cleared your account).
- 4) Update your record by adding/subtracting any amounts that appear on your statement but are not otherwise noted in your account record.

Outstanding Item(s)

Date	Number	Amount	
	_	-	
	Total:		

Now, enter "New Balance" as shown on your statement:		1
Add deposits in your record but not on your statement:		
Add the two amounts (previous two rows) together:		
Subtract the total amount of items outstanding:		-
Balance (this amount should match your records):		