

Share Draft Reconciliation

November 2010

To keep track of all your transactions, you should balance your account every month. Please examine your statement immediately. We will assume that the balance and transactions shown are correct unless you notify us of an error.

Outstanding Deposits

Date	Amount
Total	\$

Outstanding Withdrawals

Date	Amount	Date	Amount
		Total	\$

1. List any deposits that do **not** appear on your statement in the **Outstanding Deposits** section above.
2. Check off in your sharedraft register all checks, deposits, withdrawals, debit transactions, and automatic payments that appear on your statement.
3. Withdrawals that are **not** checked off should be recorded in the **Outstanding Withdrawals** section above.
4. Enter the ending balance shown on your statement \$ _____
5. Enter the total of Outstanding Deposits from above \$ _____
6. Total of lines 4 and 5 \$ _____
7. Enter the total of Outstanding Withdrawals from above \$ _____
8. Subtract line 7 from line 6. This should equal your register balance. \$ _____
9. Enter in your register and add to your balance any deposits or credits that appear on your statement but have not been recorded.
- 10/ Enter in your register and subtract from your balance any withdrawals or fees that appear on your statement but have not been recorded.

If you do not balance, verify additions and subtractions above and in your register. Compare the dollar amount of transactions in your register to what is shown on the statement.