

**How do I balance my account?**

**Organization Name** \_\_\_\_\_ **Account Number** \_\_\_\_\_  
**Statement Date** \_\_\_\_\_

**Statement Ending Balance** \_\_\_\_\_

Outstanding Deposits

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Outstanding Deposits** (add) \_\_\_\_\_

Outstanding Checks

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Total Outstanding Checks** (subtract) \_\_\_\_\_

**Reconciled Balance** \_\_\_\_\_

**Balance as shown on Journal** \_\_\_\_\_

Financial Officer Initials and Date \_\_\_\_\_

Advisor Initials and Date \_\_\_\_\_

