

STATEMENT RECONCILIATION

| CHEQUES OUTSTANDING | |
|---------------------|-----------|
| PAYEE OR CHEQUE NO. | AMOUNT \$ |
| | |
| | |
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| | |
| | |
| | |
| | |
| | |
| TOTAL | |



EXPLANATION OF CODES

| | |
|----|---|
| - | Account into authorized line of credit (LOC) |
| EX | Account exceeding authorized line of credit (LOC) |
| OD | Account overdrawn |



| | | | |
|--------------|--|------|--|
| Name | | | |
| Member No. | | | |
| Account Type | | | |
| Month | | Year | |

FOUR EASY STEPS TO ASSIST YOU IN BALANCING

1. Check off all items in your cheque book register which are shown on this statement.
2. List cheques not checked off (cheques outstanding).
3. Enter in your register any service charges and other items that appear on your statement but not in your records. Enter the new balance below (cheque book balance).
4. Complete the "reconciliation" below.

| | CREDIT BALANCE | DEBIT BALANCE/OVERDRAFT |
|--|----------------|-------------------------|
| Closing Balance on this statement | | |
| Deposits made after statement closing date | + | - |
| Sub - Total | | |
| Outstanding Cheques | - | + |
| Equals | | |
| Cheque Book Balance | | |
| DIFFERENCE | | |

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| Cheque Book Balance | | |
| DIFFERENCE | | |