Policy and Procedure Concerning Financial Resources of Persons Served
Appendix H

RECONCILIATION SHEET

Reconciliation			
Name:_____		Month/Year:_____	
	Checkbook Register	Bank State-ment./On-Line Record	Income & Expense Sheet
End of the Month Balances			
+ Deposits not shown on statement:			
- Outstanding check total:			
- Service charges:			
Discrepancies:			
BALANCES			

Discrepancies	
Source	Discrepancy

Outstanding Checks		
Number	To	Amount
	Total:	