# Share Draft Reconcilement

- Record in your transaction register items on this statement that have not been recorded: such as debit card transactions, credit advances, automatic transfers, preauthorized drafts, interest credits, and other transactions.
- In your transaction register, mark off all drafts and debits/withdrawals shown on your statement.
- Account for any transaction which were not recorded on this statement.
    A. In the **Outstanding Drafts/Debit area (section A),** list drafts or debit withdrawals that do not appear on this statement.
    B. In the **Outstanding Deposits/Credit area (section B),** list any deposits or credits that do not appear on this statement.

| **A. OUTSTANDING DRAFTS/DEBITS** | |
|---|---|
| **DRAFT NO.** | **AMOUNT** |
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| **TOTAL AMOUNT** | **$** |

| **B. OUTSTANDING DEPOSITS/CREDITS** | |
|---|---|
| **DATE** | **AMOUNT** |
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| **TOTAL AMOUNT** | **$** |

Month_____ Year_____

Balance shown on statement $_____

Add: Total Outstanding Deposits/Credits + $_____

TOTAL $_____

Deduct: Total Outstanding Drafts/Debits - $_____

Adjusted balance: (Should equal your transaction register balance) = $_____

If you do not balance:

- Check addition and subtraction above and in your transaction register.
- Compare the dollar amounts of drafts listed on this statement with the draft amount listed in your transaction register .
- Compare the dollar amounts of deposits listed on this statement with the deposit amounts listed in your transaction register.