SHARE DRAFT RECONCILIATION

DRAFTS OUTSTANDING - NOT CHARGED TO ACCOUNT

DRAFT NUMBER	AMOUNT		DRAFT NUMBER	AMOUNT	
			TOTAL		

MONTH_____ YEAR_____

1. Subtract from your draft register any charges listed on this draft statement which you have not previously deducted from your balance. Also add any dividends.

2. Enter draft balance shown on this statement.			
3. Enter deposits made later than the ending date on this statement.	+		
	+		
	+		
	TOTAL (2 PLUS 3)		
In your draft register check off all drafts paid and in provided at left. List numbers and amounts of all unpaid drafts.			
5. In your draft register, check off all drafts paid and, in provided area at left, list numbers and amounts of all unpaid drafts.	-		
6. This amount should equal your draft register balance.			

IF YOU DO NOT BALANCE

Verify additions and subtractions above and in your draft register. Compare the dollar amounts of drafts listed on this statement with the draft amounts listed on your draft register. Compare the dollar amounts of deposits listed on this statement with the deposit amounts recorded in your draft register.