

Chequebook and Account Register

Know what the account balance really is, including the payments that have not reached the bank yet.

Every payment and deposit on an account, with the balance carried down and a column to tick when it clears.

TICK EACH LINE OFF AGAINST THE STATEMENT

The cleared column is what makes this worth keeping. A balance you have written down and a balance the bank agrees with are two different numbers until you have ticked each line off against a statement.

Account			Sort code or branch		Year	Sheet
Date	No.	Paid to or from	Payment	Deposit	Cleared	Balance

Balance carried forward

Reconciled to statement dated