

## List of Outstanding Drafts

Month	Year	
Number	Amount	✓
Total		

1. Check off each draft paid against your drafts written. List outstanding items in the columns to the left.

2.	Enter ending balance shown on statement.	\$
	Add deposits not yet credited (if any).	+
	Subtract drafts outstanding.	
3.	Balance.	\$
4.	Enter your draft register balance.	\$
	Add Transfers from share accounts	+
	Transfers from loan accounts	+
	Dividends	+
	<u>Subtract</u> Preauthorized drafts (8000 series)	
	BillPayer disbursements	
	Fees for reorders, stop payments, etc.	
5.	Balance.	\$

Lines 3 and 5 should agree.