List of Outstanding Drafts

Month $\qquad$ Year $\qquad$

| Number | Amount | $\checkmark$ |
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| 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
Ioan accounts

Dividends

Subtract
Preauthorized drafts (8000 series) $\qquad$
BillPayer disbursements $\qquad$
Fees for reorders, stop payments, etc. $\qquad$
5. Balance.
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Lines 3 and 5 should agree.

