Manage a Checking Account

Managing your checking account is a responsibility. You should write checks and complete deposit forms and the checkbook register carefully to avoid errors. In this activity, you will update a checkbook register, complete a deposit form, write checks, and reconcile a bank statement. Use the current year for dates.

- 1. Review the attached **CHECKBOOK REGISTER** (page 1), **DEPOSIT SLIP** (page 2) and **CHECKS** (page 3). You will use these for questions 2 to 4 below.
- 2. Use the following information to complete the checkbook register and the deposit slip. Remember to sign your name on the appropriate line to indicate that you received cash. Show how you would endorse the checks you are depositing using the space provided.
 - Date of the deposit: August 30, 20--
 - Items to be deposited:

Currency \$0 Checks: 15-456 \$108.66 16-589 \$50.00

- Cash received from the deposit: \$25.00
- 3. On August 30, write a check for \$15.85 to Quick Pizza for food. Remember to complete the checkbook register before writing the check. Sign your name (first and last) to the check.
- 4. On August 31, complete the register and write a check for \$12.35 to Fresh Cleaners for cleaning services. Sign your name to the check.

AP-	Automatic Pay	ment DEP-Deposit ON-Online Pa	ayment WD-AT	M W	ithdrawal	SC-Service Cha	arge
CHECK NO.		DESCRIPTION OF	PAYMENT			DEPOSIT	BALANCE
OR CODE	DATE	TRANSACTION	AMOUNT (-)	$\sqrt{}$	FEE	AMOUNT (+)	236.09
WD	8/3/20	ATM Withdrawal	40.00				40.00
							196.09
212	8/3/20	Cool Threads	31.27				31.27
		Jeans					164.82
213	8/7/20	Doug's Downloads	11.79				11.79
		Music Downloads					153.03
WD	8/9/20	ATM Withdrawal	40.00				40.00
							113.03
DEP	8/10/20	Deposit Paycheck				203.66	203.66
							316.69
214	8/15/20	Freeman's Crafts and Such	37.98	_			37.98
		Birthday Present for Mom					- 278.71
215	8/15/20	Freeman's Crafts and Such	37.98				37.98
		Birthday Present for Mom					278.71
WD	8/16/20	ATM Withdrawal	40.00				40.00
							238.71
WD	8/23/20	ATM Withdrawal	40.00				40.00
							198.71
DEP	8/24/20	Deposit Paycheck				174.63	174.63
		, ,					373.34
216	8/26/20	Munoz Pizza and Subs	11.51				11.51
		Large Pizza					361.83
WD	8/29/20	ATM Withdrawal	40.00				40.00
							321.83
WD	8/30/20	ATM Withdrawal	40.00				40.00
							281.83
							·

	Student Name 125 Fourth Street				72-439 515	-
	Middlefield, OH 44062-1250		CASH			
			List			
	Date	_ 20	Checks			
Ε			Singly.			
Deposit Form	Sign here if cash is received.		Tot	tal From Back		
isoc	First Bank			Subtotal		
Dec	Middlefield, Ohi	Middlefield, Ohio		Less Cash Received		
			N	et Deposit		
	051504393 3 885	53 4 0226				_

Endorse Here x	
Do not sign, write, or stamp below this line. For financial institution use only	

	217		
Student Name	72.420		
125 Fourth Street	<u>72-439</u> 515		
Middlefield, OH 44062-1250	00		
	20		
Pay to the			
order of	 \$		
	Dollars		
Memo			
051504393 3 88953 4 0226			
	218		
Student Name			
125 Fourth Street	<u>72-439</u> 515		
Middlefield, OH 44062-1250			
	20		
Pay to the			
order of	 \$		
	Dollars		
Memo			
051504393 3 88953 4 0226			
	219		
Student Name	70.430		
125 Fourth Street	<u>72-439</u> 515		
Middlefield, OH 44062-1250	20		
Pay to the order of	\$		
	Dollars		
Memo			