

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.

Student Name
125 Fourth Street
Middlefield, OH 44062-1250

72-439
515

Date _____ **20** _____

Deposit Form

Sign here if cash is received.

First Bank
Middlefield, Ohio

051504393 3 88953 4 0226

CASH

List			
Checks			
Singly.			
Total From Back			
Subtotal			
Less Cash Received			
Net Deposit			

Endorse Here

x

Do not sign, write, or stamp below this line.

For financial institution use only

217

Student Name
125 Fourth Street
Middlefield, OH 44062-1250

72-439
515

_____ **20** _____

Pay to the order of _____ \$ _____

_____ **Dollars**

Memo _____

051504393 3 88953 4 0226

218

Student Name
125 Fourth Street
Middlefield, OH 44062-1250

72-439
515

_____ **20** _____

Pay to the order of _____ \$ _____

_____ **Dollars**

Memo _____

051504393 3 88953 4 0226

219

Student Name
125 Fourth Street
Middlefield, OH 44062-1250

72-439
515

_____ **20** _____

Pay to the order of _____ \$ _____

_____ **Dollars**

Memo _____

051504393 3 88953 4 0226