

DIRECTIONS

Step One:

View Sally Smith's monthly transactions described below and complete all necessary transactions using the information on pages 3-10.

September 2 - Endorse Sally's September paycheck for \$154.01 from "Piggly Wiggly" with a blank endorsement and complete the deposit slip.

September 4 - Record a debit card transaction for \$15.78 at "Gas 'N' Go" for fuel in the check register.

September 6 - Write check #501 to "The Pizza Place" for pizza for \$9.50 and record in the check register.

September 10 - Write check #502 to "George's Fast Food" for food for \$3.99 and record in the check register.

September 13 - Record ATM transaction for \$20.00 cash in the check register.

September 15 - Record a debit card transaction at "Gas 'N' Go" for fuel for \$16.92 in the check register.

September 18 - Write check #503 for a video rental at "The Main Video" for \$5.00 and record in the check register.

September 23 - Endorse the birthday gift check for \$40.00 from Paula Smith with a restricted endorsement into bank account 123456789 and complete the deposit slip.

September 27 - Record a debit card transaction in the check register for dinner at "JR's Café" for \$12.50.

September 29 - Record a debit card transaction in the check register for purchasing food at "Super Mart" for \$14.75.

September 30 - Write check #504 for \$30.00 to "Student Activities" to pay for an activity ticket and record in the check register.

Step Two:

Reconcile Sally's September bank statement using her completed check register and information on page 9 and 10.

Step Three:

Answer all review questions on page 11 and 12.

Piggly Wiggly 93-456-9540 1234
 Main Street 45086244786
 Yourtown, MT 55555 *Date* September 2, 2006

Pay to the Order of: SALLY SMITH \$154.⁰¹

ONE HUNDRED FIFTY-FOUR AND 01/100 *Dollars*


Guardian Angel Banking
 423 South 15th
 Yourtown, MT 55555

Memo SEPTEMBER PAYCHECK *Piggly Wiggly*
0123456789 : 0987654321 : 1234

<i>Piggly Wiggly</i>		<i>Pay Period 8/1/2006-8/31/2006</i>		
Employee Smith, Sally	SSN 000-00-0000	Check # 1234	Check Amount \$154.01	
Employee Address 500 Great Street Yourtown, MT 55555	Pay Type- Gross Pay	Deductions	Current	Year-to-date
Hours Worked 30.00	\$180.00	Federal Withholding	\$7.50	\$120.00
Hourly Rate \$6.00		State Withholding	\$4.72	\$75.52
		Social Security	\$11.16	\$178.56
		Medicare	\$2.61	\$41.76
		Totals	\$25.99	\$415.84

	DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE RESERVED FOR FINANCIAL INSTITUTION USE	X Endorse Here
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Deposit Slip 93-456-9540

 **Sally Smith**
 500 Great Street
 Yourtown, MT 55555

Date _____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR CASH RECEIVED

Guardian Angel Banking
 423 South 15th
 Yourtown, MT 55555

0123456789 : 1234567890 "

CASH	Dollars	Cents
CHECKS LIST SINGLY		
TOTAL FROM OTHER SIDE		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT	\$	

DEBIT CARD RECEIPT

September 4, 2006

Gas 'N' Go
\$15.78

Thank You For Your Business!

Sally Smith 93-456-9540 501
500 Great Street 45086244786
Yourtown, MT 55555

Date _____

Pay to the _____ \$ _____
Order Of _____

_____ *Dollars*

Guardian Angel Banking
423 South 15th
Yourtown, MT 55555

Memo _____

0123456789 : 1234567890 : 501

Sally Smith 93-456-9540 502
500 Great Street 45086244786
Yourtown, MT 55555

Date _____

Pay to the _____ \$ _____
Order Of _____

_____ *Dollars*

Guardian Angel Banking
423 South 15th
Yourtown, MT 55555

Memo _____

0123456789 : 1234567890 : 502

ATM RECEIPT

September 13, 2006

Machine Location: Guardian Angel Bank
423 South 15th
Yourtown, MT 55555

Cash Withdraw from Checking Account
\$20.00

DEBIT CARD RECEIPT

September 15, 2006

Gas 'N' Go
\$16.92

Thank You For Your Business!

<p><i>Sally Smith</i> 500 Great Street Yourtown, MT 55555</p>	<p>93-456-9540 45086244786</p>	<p>503</p>
		Date _____
<p>Pay to the Order Of _____</p>		<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> \$
<p>Guardian Angel Banking 423 South 15th Yourtown, MT 55555</p>		Dollars
<p>Memo _____</p>		
<p>0123456789 : 1234567890 : 503</p>		

Paula Smith
 700 Friendly Boulevard
 Yourtown, NJ 55555

99-123-4789
 78945612377

5678

Date September 20, 2006

Pay to the Order of: SALLY SMITH \$40.⁰⁰

FORTY AND NO/100 Dollars

Guardian Angel Banking
 423 South 15th
 Yourtown, NJ 55555

Memo BIRTHDAY GIFT *Paula Smith*

0123456789 : 1212121212 : 5678

Endorse Here

X

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
 RESERVED FOR FINANCIAL INSTITUTION USE

Deposit Slip

93-456-9540
 45086244786

Sally Smith
 500 Great Street
 Yourtown, NJ 55555

Date _____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR CASH RECEIVED

Guardian Angel Banking
 423 South 15th
 Yourtown, NJ 55555

0123456789 : 1234567890 "

	Dollars	Cents
CASH		
CHECKS LIST SINGLY		
TOTAL FROM OTHER SIDE		
SUBTOTAL		
* Less Cash Received		
NET DEPOSIT \$		

DEBIT CARD RECEIPT

September 27, 2006

JR's Cafe
\$12.50

Thank You For Your Business!

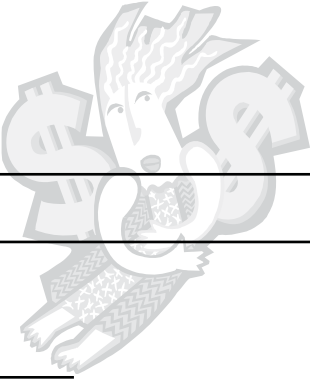
DEBIT CARD RECEIPT

September 19, 2006

Super Mart
\$14.75

Thank You For Your Business!

<p><i>Sally Smith</i> 500 Great Street Yourtown, MS 55555</p>	<p>93-456-9540 45086244786</p>	<p>504</p>
		Date _____
<p>Pay to the Order Of _____</p>		<div style="border: 1px solid black; width: 100px; height: 20px; display: flex; align-items: center; justify-content: center;">\$</div>
		_____ Dollars
<p>Guardian Angel Banking 423 South 15th Yourtown, MS 55555</p>		
<p>Memo _____</p>		
<p>0123456789 : 1234567890 : 504</p>		



DATE	NUMBER	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		√	T	FEE (IF ANY)	BALANCE	
			\$		\$			\$		\$ 100.00	

GUARDIAN ANGEL BANKING
423 SOUTH 15TH
YOURTOWN, MT 55555



STATEMENT FOR:
SALLY SMITH
500 GREAT STREET
YOURTOWN, MT 55555

THIS STATEMENT COVERS: 9/1/06 THROUGH 9/30/06

CHECKING ACCOUNT #1234567890	Opening Account Balance on 8/31	\$100.00
	Total Deposits	\$194.01 +
	Total Withdrawals	\$ 83.69 -
	New Balance	\$ 210.32

DEPOSITS AND OTHER CREDITS	<u>Date Posted</u>	<u>Transaction</u>	<u>Amount</u>
	9/3	Deposit at South 15th Branch	\$154.01
	9/25	Deposit at South 15th Branch	\$ 40.00
	Total Deposits		\$194.01

WITHDRAWALS	<u>Date Posted</u>	<u>Check #</u>	<u>Amount</u>
	9/5 Debit Card	Gas 'N' Go	\$ 15.78
	9/9	501	\$ 9.50
	9/11	502	\$ 3.99
	9/14 ATM	Cash	\$ 20.00
	9/16 Debit Card	Gas 'N' Go	\$ 16.92
	9/19	503	\$ 5.00
	9/28 Debit Card	JR's Café	\$ 12.50
	Total Withdrawals		\$ 83.69

RECONCILING A CHECKING ACCOUNT

Withdrawals Outstanding		
Number	Amount	
Total		

Deposits Outstanding		
Date	Amount	
Total		

ENTER	
Bank Statement Balance	\$ _____
ADD (+)	
Outstanding Deposits	\$ _____
SUBTOTAL (=)	\$ _____
SUBTRACT (-)	
Outstanding Withdrawals	\$ _____
CALCULATE (=)	
Total should be the same as the checkbook register	\$ _____

REVIEW QUESTIONS

1. Describe what is written on the back of a deposit slip.



2. When signing a check, why should an individual sign his/her name in cursive writing?



3. Why is it important to record all transactions in the check register?



4. Why would transactions completed on the last day of the month be “outstanding” on the bank statement?



5. What is the most difficult step in reconciling a checking account?



CHECKING ACCOUNT & DEBIT CARD REVIEW QUESTIONS

	Total Points Earned
16	Total Points Possible
	Percentage

Name _____

Date _____

Class _____

Directions: Match the following terms on the right with the definitions on the left. Each question is worth 2 points.

- | | |
|---|---------------------|
| <p>_____ 1. A common financial service used by many consumers. They can help to manage money and make paying bills more conveniently.</p> | A. Reconciling |
| <p>_____ 2. A legal document that functions like cash.</p> | B. Check |
| <p>_____ 3. Used to withdraw cash or make deposits.</p> | C. Debit Card |
| <p>_____ 4. Sign the back of this card in the authorized signature box.</p> | D. Checking Account |
| <p>_____ 5. Contains the account holder's account number and allows money (cash or check) to be deposited into the correct account.</p> | E. ATM |
| <p>_____ 6. Debit cards require using this to access the account to perform transactions.</p> | F. Check Register |
| <p>_____ 7. All transactions including deposits, checks, debit card purchases, additional fees, and ATM use should be recorded here immediately after completion.</p> | G. Deposit Slip |
| <p>_____ 8. Bank statements are compared to the check register when _____ the account.</p> | H. PIN |

