



name: \_\_\_\_\_

date: \_\_\_\_\_



## keeping a running balance

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**Directions:**

Use the check register you just completed to answer the questions:

1. What was your account balance on May 30?  
\_\_\_\_\_
2. Your favorite band just released a new CD. It costs \$21.00. Can you afford to buy the CD on June 3? What will your account balance be if you do?  
\_\_\_\_\_
3. You find a leather jacket on sale for \$189.00. Can you afford to buy the jacket on June 16? What will your account balance be if you do?  
\_\_\_\_\_
4. What was the amount of check #109? Who was it payable to?  
\_\_\_\_\_

name: \_\_\_\_\_

date: \_\_\_\_\_



## keeping a running balance



### Directions:

Record checks, a check card payment, an ATM transaction and a deposit in the checkbook register below. Include the date, description and amount of each entry. Calculate the balance.

- May 26: write beginning balance of \$527.96.
- May 27: write check #107 to Mrs. Wilson. You pay your landlord your share of the rent payment: \$225.00.
- May 28: make a check card payment to Foodland. You pay \$22.52 for groceries.
- June 1: write check #108 to Bank of Illinois. You make a car payment of \$165.23.
- June 2: write check #109 to Interstate Phone Service for \$62.77.
- June 2: use your ATM card to withdraw \$20.00.
- June 15: you deposit your paycheck for \$425.00. Write this amount in the DEPOSIT column.

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT	BALANCE
						527.96
107	5/27	Mrs. Wilson	225.00			225.00
		rent				302.96
C.Card	5/28	Check Card - Foodland	22.52			22.52
		groceries				280.44
108	6/1	Bank of Illinois	165.23			165.23
		car payment				115.21
109	6/2	Interstate Phone Service	62.77			62.77
		phone				52.44
ATM	6/2	Cash Withdrawal	20.00			20.00
						32.44
ATM	6/15	Deposit			425.00	425.00
		paycheck				457.44

name: \_\_\_\_\_

date: \_\_\_\_\_



## keeping a running balance

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### Directions:

Use the check register you just completed to answer the questions:

1. What was your account balance on May 30?  
\* \$280.44
2. Your favorite band just released a new CD. It costs \$21.00. Can you afford to buy the CD on June 3? What will your account balance be if you do?  
\* Yes—\$11.44
3. You find a leather jacket on sale for \$189.00. Can you afford to buy the jacket on June 16? What will your account balance be if you do?  
\* Yes—\$268.44
4. What was the amount of check #109? Who was it payable to?  
\* \$62.77 to Interstate Phone Service



name: \_\_\_\_\_

date: \_\_\_\_\_



## reading a bank statement

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### Directions:

Using the bank statement on the next page, answer the following questions:

1. What period does this statement cover? \_\_\_\_\_
2. What is the account number of this statement? \_\_\_\_\_
3. How many deposits were made? \_\_\_\_\_  
What were the amounts? \_\_\_\_\_
4. How many checks cleared? \_\_\_\_\_  
What was the total dollar amount of the checks that cleared? \_\_\_\_\_
5. How many ATM transactions were there? \_\_\_\_\_
6. What was the total amount of debit card transactions? \_\_\_\_\_
7. What did service charges cost? \_\_\_\_\_
8. What is the new balance of the account? \_\_\_\_\_
9. Did check #182 clear? \_\_\_\_\_  
What was the amount? \_\_\_\_\_
10. Did check #185 clear? \_\_\_\_\_

name: \_\_\_\_\_

date: \_\_\_\_\_



# reading a bank statement



**STATEMENT FOR**

Jane Doe  
4 Primrose Lane  
Anytown, USA

**THIS STATEMENT COVERS**  
12/20/99 through 1/18/00

<b>CHECKING ACCOUNT</b> 0471-678	<b>Previous Statement Balance On 12/19/99</b>	612.04
	<b>Total of 3 Deposits For</b>	1,980.68 +
	<b>Total of 10 Withdrawals For</b>	1,705.25 -
	<b>Total Service Charges</b>	3.50 -
<b>New Balance</b>		883.97 +

CHECKS AND OTHER DEBITS	CHECK	DATE PAID	AMOUNT	CHECK	DATE PAID	AMOUNT
	181	12/24	15.00	184	12/17	1232.27
	182	1/04	17.00	* 186	12/31	54.47
	183	12/26	217.54	187	1/03	53.97
	Monthly Maintenance Charge				1/18	3.50
	Withdrawal #00281 at ATM #423A				12/24	40.00
	Withdrawal #02628 at ATM #423A				12/31	20.00
	Withdrawal #08744 at ATM #430E				1/15	20.00
	Withdrawal #02456 Check Card				1/16	35.00

DEPOSITS AND OTHER CREDITS		DATE POSTED	AMOUNT
	Transfer from 4039-557 at ATM #423C	12/27	1200.00
	Customer Deposit at ATM#423A on 1/12	1/14	521.78
	Direct Deposit from #05323 on 1/17	1/18	258.90

<b>ATM</b>	423A: 2500 Centre Plaza, Anytown, USA
<b>LOCATIONS</b>	423C: 2500 Centre Plaza, Anytown, USA
<b>USED</b>	430E: 945 Hamilton Ave., Big City, USA

**THANK YOU FOR BANKING WITH Your First Bank**

name: \_\_\_\_\_

date: \_\_\_\_\_



## reading a bank statement

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### Directions:

Using the bank statement on the next page, answer the following questions:

1. What period does this statement cover? \* 12/20/99 - 1/18/00
2. What is the account number of this statement? \* 0471-678
3. How many deposits were made? \* Three  
What were the amounts? \* \$1200, \$521.78, \$258.90
4. How many checks cleared? \* Six  
What was the total dollar amount of the checks that cleared? \* \$1590.25
5. How many ATM transactions were there? \* Three
6. What was the total amount of debit card transactions? \* \$35.00
7. What did service charges cost? \* \$3.50
8. What is the new balance of the account? \* \$883.97
9. Did check #182 clear? \* Yes  
What was the amount? \* \$17.00
10. Did check #185 clear? \* No

name: \_\_\_\_\_

date: \_\_\_\_\_



## reconciling an account

### Directions:

Use the bank statement, the check register, and the reconciliation worksheet on the following page to balance this checkbook.

CHECK NO.	DATE	DESCRIPTION	TRANSACTION AMOUNT		DEPOSIT AMOUNT		BALANCE	
							366	97
161	6/4	Sound Out	216	30			216	30
		new tape deck					150	67
ATM	6/18	withdrawal	35	00			35	00
		spending money					115	67
ChkCrd	6/18	Check Card	55	00			55	00
		Foodland Groceries					60	67
ATM	6/23	deposit			1200	00	1200	00
		transfer from savings					1260	67
162	6/24	Racy's	82	87			82	87
		new clothes					1177	80
ATM	6/25	withdrawal	20	00			20	00
		movie and pizza					1157	80
163	6/26	Woodland Apt's.	1000	00			1000	00
		rent for everyone					157	80
ChkCrd	6/26	E-Z Shoppe	54	11			54	11
		groceries					103	69
164	7/5	CD Place	26	31			26	31
		acct. #7M3406					77	38
165	7/14	Lucasfilm, Ltd.	10	00			10	00
		"Monkey Island" T-shirt					67	38
ATM	7/19	deposit			253	17	253	17
		pay check					320	55



