

ACTIVITY 2 - Managing a Checking Account

How to Use a Check Register

Use the transaction information listed below to record each item in the check register below. Deposits require adding, withdrawals (ATM funds take or checks) need to be subtracted. Take care to record each amount 2 times. First in the appropriate deposit or withdrawal column. And then again in the Balance Forward column.

INSTRUCTIONS

- A) Record the check number in column A.
- B) Record the date in column B.
- C) Write a description of the payee (business or person) in column C.

Make a note directly below that of what the payment was for.

- D) Record withdrawals in column D.
- E) Record deposits in column E
- F) Bring each amount over to column F, record it and add or subtract as necessary.
- Note: You are starting with a balance of \$175.32.

TRANSACTION INFORMATION

- 1. On 5/3, check number 1000 in the amount of \$34.97 to Shoes & Boots to buy hiking boots
- 2. On 5/12, check number 1001 in the amount of \$13.67 to Camping World to buy a fl ashlight
- 3. On 5/20, a deposit of \$30 of saved allowance money
- 4. On 5/22, check number 1002 in the amount of \$43.38 to Food Mart to buy food for camping trip
- 5. On 6/5, check number 1003 in the amount of \$29.89 to Clothing Outlet to buy a jacket

CHECK REGISTER								BALANCE FORWARD	
NUMBER	DATE	DESCRIPTION	ü	PAYMENT/DEBIT (-)		DEPOSIT/CREDIT (+)		\$175	32
A	В	C		D		E	E		

