

Oklahoma's Personal Financial Literacy Passport

Standard 4: The student will demonstrate the ability to balance a checkbook and reconcile financial accounts.


Standard 4. Managing a Bank Account

Lesson 4.1 – Tracking Your Money

Handout 4.1.1 – Your Check Register



Teacher Presentation Series 4

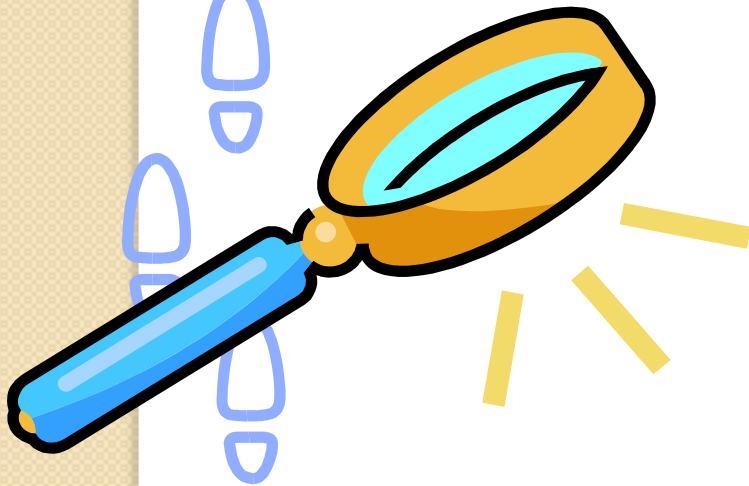
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- 🏦 Explain the reasons for balancing a checkbook and reconciling an account statement.
 - 🏦 Describe and compare the most common financial products and services (e.g., checking, credit cards, Automated Teller Machines (ATMs), savings, loans, investments, and insurance).
 - 🏦 Develop and apply banking account management skills (e.g., correctly write, endorse, and deposit checks; balance a checkbook, including debit withdrawals and fees; and reconcile and monitor checking and savings account statements).



Standard 4. Managing a Bank Account

Tracking Your Money

= Payoff =



- 🏦 Explain the importance of reconciling a bank statement.
- 🏦 Distinguish between using a check, ATM machine, and a debit card.
- 🏦 Demonstrate the ability to balance a checkbook and reconcile a statement.

= Down Payment =



- 💰 Alexis stops at the ATM on the way home.
- 💰 She only needs \$25, but the machine refuses to give her any money!
- 💰 Mom suggests she stop at the bank to see what has happened.
- 💰 Alexis goes in the bank to meet with Ms. Poindexter, who reviews her account.
- 💰 What do you think the problem is? Was the machine wrong not to give her money?

= Cache =



💰 Automated Teller Machine

💰 Check

💰 Debit Card

💰 Reconcile

== Building Interest ==



- 💰 Why do people write checks?
- 💰 Why is it important to keep track of the checks they write?
- 💰 Why do people choose to use their automated debit card instead of writing checks?
- 💰 What are the cost benefits of writing checks or using credit cards?

Building Interest



- 💰 Check and debit card transactions are almost instant, so it is very important to have the money in your account when you use them.
- 💰 Check – a written document ordering a financial institution to transfer money from your account to another account.
- 💰 Debit Card – a plastic version of a check.



Building Interest



- 💰 Two reasons for using checks instead of cash:
 - Checks are convenient and safe.
 - Cash cannot be replaced if lost or stolen.
- 💰 Many banks offer free accounts, but some charge fees. Explore options to get the most for your money.

Building Interest



-  Most bank accounts come with a debit card.
-  Debit cards are easy to use but it can be difficult to remember to write down your transactions.

Writing a Check



JOHN DOE		1001
123 Main St.		
Anywhere, OK 73125		DATE Step 1
PAY TO THE	Step 2	
ORDER OF	Step 4	\$ Step 3
		DOLLARS
Your Bank		
456 Money St.		
Anywhere, OK 73125		
MEMO	Step 6	Step 5
: 123456789: 7851005100" 1001		

- 💰 Step 1 – Current date
- 💰 Step 2 – Name (Payee)
- 💰 Step 3 – Dollar amount (numbers)
- 💰 Step 4 – Dollar amount (words)
- 💰 Step 5 – Sign your name
- 💰 Step 6 – Notes about the transaction

Writing a Check



Check Number	Date	Description of Transaction	Payment/Debit (-)		Fee		Deposit/Credit (+)		Balance	
	2/20	Opening Deposit	\$				\$200	00	\$200	00
105	2/26	Coffee Mart	19	75					19	75
									180	25
	3/12	ATM	100	00					100	00
									80	25
	3/22	Deposit					30	00	30	00
									110	25
	3/23	Deposit					50	00	50	00
									160	25
	3/23	Cash Back from Deposit	25	00					25	00
									135	25
	3/18	Monthly Fee			2.00				2	00
									133	25

- 💡 Step 7 – Write the check number, date, payee, amount of the check or ATM transaction.
- 💡 Step 8 – Subtract amount of check from the balance.

Depositing Money Into Your Account



DEPOSIT TICKET	Your Name	
	Your Address	
	Your Phone Number	
	DATE	
	<small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small>	
	<small>SIGN HERE IF CASH RECEIVED FROM DEPOSIT</small>	
	YOUR FINANCIAL INSTITUTION	
	YOUR CITY, STATE Zip Code	
	<small>DO NOT USE FOR AUTOMATIC PAYMENT OR CHECK TRANSACTIONS</small>	
	CURRENCY	
COIN		
CHECKS		
OR TOTAL FROM REVERSE		
SUBTOTAL		
LESS CASH RECEIVED		
NET DEPOSIT		

- 💰 Step 1 – Write today's date.
- 💰 Step 2 – Write down any currency deposited by the word "Currency."
- 💰 Step 3 – Write down any coins deposited by the word "Coin."

Depositing Money Into Your Account



DEPOSIT TICKET	Your Name	
	Your Address	
	Your Phone Number	
	DATE	
	<small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small>	
	<small>SIGN HERE IF CASH RECEIVED FROM DEPOSIT</small>	
	YOUR FINANCIAL INSTITUTION	
	YOUR CITY, STATE Zip Code	
	<small>DO NOT USE FOR AUTOMATIC PAYMENT OR CHECK TRANSACTIONS</small>	
	CURRENCY	
COIN		
CHECKS		
OR TOTAL FROM REVERSE		
SUBTOTAL		
LESS CASH RECEIVED		
NET DEPOSIT		

- 💰 Step 4 - Write checks down individually.
- 💰 Step 5 – Total deposits and write in space marked “Subtotal.”
- 💰 Step 6 – Write down cash withdrawn following the words “Less Cash Received.”

Depositing Money Into Your Account



DEPOSIT TICKET	Your Name	
	Your Address	
	Your Phone Number	
	DATE	
	<small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small>	
	<small>SIGN HERE IF CASH RECEIVED FROM DEPOSIT</small>	
	YOUR FINANCIAL INSTITUTION	
	YOUR CITY, STATE Zip Code	
	<small>DO NOT USE FOR AUTOMATIC PAYMENT OR CHECK TRANSACTIONS</small>	
	CURRENCY	
COIN		
CHECKS		
OR TOTAL FROM REVERSE		
SUBTOTAL		
LESS CASH RECEIVED		
NET DEPOSIT		

- 👉 Step 7 – Subtract cash received from subtotal and write that amount after “Net Deposit.”
- 👉 Step 8 – If withdrawing cash, sign your name on the line below the date.

Managing Your Account



💡 Key to managing your account – write down every deposit, withdrawal, and fee charged to your account!

💡 If you fail to accurately track your account, you may find that your account is “overdrawn” or that you have “insufficient funds.”



Managing Your Account



- 💰 You may be charged substantial fees for writing an insufficient or “bad” check.
- 💰 You can be fined or put in jail for careless or criminal behavior for writing insufficient checks.
- 💰 “Overdraft protection” is available, but it will cost you.



Reconciling Your Statement



- 💰 Bank statement – a record of all account transactions in the past month.
- 💰 Reconciling your statement - comparing your records to the bank's records
Allows you to check for errors in recordkeeping – both yours and the Bank's!




Reconciling Your Statement



Steps to reconciling your statement:




- Step 1 – Record balance in your check register.
- Step 2 – Subtract any bank charges.
- Step 3 – Find the ending balance on your statement and add deposits not included on your statement.
- Step 4 – Subtract withdrawals not included on your statement.

 Amount remaining is your current account balance.

= Earnings =



Managing your accounts will help you to:

-  Build financial independence.
-  Avoid spending money on unnecessary fees by practicing good money management skills.
-  Keep accurate records to avoid overdraft and hot check charges.

= Balance Sheet =



- 💰 What is a deposit slip used for?
- 💰 When should you “reconcile” your account?
- 💰 What kind of information is included in your check register?
- 💰 What is the memo line on your check used for?
- 💰 Is it okay to write a “hot check?”

== Paid in Full ==



- 💰 Do you suppose Alexis forgot to reconcile her account this month?
- 💰 If you said, “Yes,” you are correct! She had used her ATM card too many times without writing down the amount, and she had no money left in her account.
- 💰 ***Do not let that happen to you!***