



everychild.one voice.

### CHECK AND CHECKBOOK REGISTER (SAMPLE)

Number	Date	Description of Transaction	Payments (-)	✓	Fee (-)	Deposit/Credit (+)	Balance
	7/1/03	Balance forward					1500 00
1096	9/1/03	Bay Council (membership envelopes)	30 00	✓			1470 00
DEP	9/21/03	Membership (30 @ \$10)		✓		300 00	1770 00
1097	9/24/03	Bay Council (30 members)	120 00	✓			1650 00
1098	10/02/03	VOID	0 00	✓			1650 00
DEP	10/02/03	Membership (100 @ \$10)		✓		1000 00	2650 00
1099	10/05/03	Bay Council (100 members)	400 00	✓			2250 00
DEP	10/28/03	Fall Festival		✓		2700 00	4950 00
2000	11/5/03	a-b-c novelties (festival)	210 00	✓			4740 00
	11/07/03	Returned check (R. Brown #3100 - festival)		✓		(30 00)	4710 00
	11/07/03	Bank fee (for returned check)		✓	10.00		4700 00

Sample reconciled checkbook register

My PTSA 6200 Oak Court Pleasant Oaks, CA 99000-1100	1010 Date <u>January 1, 2007</u>
PAY TO THE ORDER OF <u>Meat Market</u>	<b>\$ 39.40</b>
<u>Thirty-nine and 40/100</u> -----	<b>DOLLARS</b>
VOID AFTER 30 DAYS	
FOR <u>meat - spght. dinner</u>	<u>Jane Courtly</u> <u>John Price</u> TWO SIGNATURES REQUIRED
"503796" "456782345" 6897567"1010"	

Sample check