

## CHECK AND CHECKBOOK REGISTER (SAMPLE)

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

Sample reconciled checkbook register

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

Sample check