

Name: _____ Block: _____ Date: _____

**Checking Accounts- Checks, Deposits Slips, Checkbook Register, & Bank Reconciliation
Activity #2**

1. Look at the following transactions. Complete all necessary checks and deposit slips for these transactions. You may use your name for signatures.
2. Complete the checkbook register for all transactions. Assume a beginning balance of \$926.89.
3. Check the bank statement and check off all payments and deposits in the checkbook register. Enter any service charges or interest that the bank statement may show.
4. Prepare the bank reconciliation.

Transactions:

<u>Date:</u>	<u>Check #:</u>	<u>Check To:</u>	<u>Reason:</u>	<u>Amount:</u>
11/1	100	M4 Housing	Rent	\$415.00
11/6		Deposit: Paycheck #592	Paycheck	\$536.81
11/13	101	Garbe Auto Corporation	Car Payment	\$305.72
11/15	Debit	Piggly Wiggly	Groceries	\$91.32
11/17	102	ClothesMart	Clothes	\$62.47
11/26		Deposit: Birthday gift from Aunt Sue Check #357	Gift	\$50.00
11/29	Debit	Car Care Center	Car Repair	\$175.26
11/30	ATM	ATM Withdrawal	Cash	\$35.00
11/30		Deposit: Paycheck #635	Paycheck	\$610.93

Bank Statement	Bank Reconciliation																																												
<p>Your Name Here 10 Spears Court Columbia, SC 29206</p> <p>For month ended: November 30, 2012</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Debits(-)</th> <th>Credits(+)</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>11/1</td> <td></td> <td></td> <td>926.89</td> </tr> <tr> <td>11/3</td> <td>415.00</td> <td></td> <td>511.89</td> </tr> <tr> <td>11/7</td> <td></td> <td>536.81</td> <td>1048.70</td> </tr> <tr> <td>11/16</td> <td>305.72</td> <td></td> <td>742.98</td> </tr> <tr> <td>11/17</td> <td>91.32</td> <td></td> <td>651.66</td> </tr> <tr> <td>11/30</td> <td>175.26</td> <td></td> <td>476.40</td> </tr> <tr> <td>11/30</td> <td></td> <td>610.93</td> <td>1087.33</td> </tr> <tr> <td>11/30</td> <td>2.50 Service Charge</td> <td></td> <td>1084.83</td> </tr> </tbody> </table> <p>Ending Balance \$1084.83</p>	Date	Debits(-)	Credits(+)	Balance	11/1			926.89	11/3	415.00		511.89	11/7		536.81	1048.70	11/16	305.72		742.98	11/17	91.32		651.66	11/30	175.26		476.40	11/30		610.93	1087.33	11/30	2.50 Service Charge		1084.83	<p>1. Write ending balance as shown on bank statement: _____</p> <p>2. Add credits or deposits that do not appear on statement: _____</p> <p>3. Total Lines 1 and 2: _____</p> <p>4. Write total checks outstanding (not processed): _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Check No.</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>5. Subtract line 4 from line 3 and write balance (should agree with checkbook balance): _____</p>	Check No.	Amount						
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Name: _____ Block: _____ Date: _____

100

DATE _____

PAY TO THE ORDER OF _____ \$

DOLLARS

Big Kid Bank 
123 Main Street
Hometown, TX 12345
freestuff4kids.net

MEMO _____


|: 111000526: 552685452 ||0100

101

DATE _____

PAY TO THE ORDER OF _____ \$

DOLLARS

Big Kid Bank 
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MEMO _____


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102

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