



**BANK
ACCOUNT**

Sample Checkbook Register

Create an overhead transparency of this sheet to show students an example of a well-maintained checkbook register. Note the transaction number for each entry, the running balance, and the correct use of the payment and debit columns. Detailed transaction descriptions are helpful, especially those involving another student. It's also a good idea to use the ✓ column when completing tax reports. Finally, note the dark line beneath transaction #177. This identifies the end of a tax period.

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NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT	✓	FEE	DEPOSIT AMOUNT	\$
							\$ 3489.00
172	4/18	Vocab exam	\$			\$ 129.00	129.00
							3618.00
173	4/18	Attendance				60.00	60.00
							3749.00
174	4/18	Cubicle rent from sam				100.00	100.00
							3849.00
175	4/19	LOST BET	10.00				10.00
							3839.00
176	4/20	Income tax	261.90				261.90
							3577.10
177	4/20	so. sec. tax	130.95				130.95
							3446.15
178	4/24	Attendance				48.00	48.00
							3494.15
179	4/24	Homework manager				100.00	100.00
							3594.15
180	4/24	desk rent from sam				100.00	100.00
							3694.15
181	4/25	Math				12.00	12.00
							3706.15
182	4/26	Bookmark contest				50.00	50.00
							3756.15
183	4/26	catch a mistake				5.00	5.00
							3761.15
184	4/27	Income tax	26.25				26.25
							3734.90
185	4/27	so. sec. tax	13.12	✓			13.12
							3708.94