

Name _____

Hour _____

Managing a Checking Account Check Register vs. Computer Program

Keep track of a financial scenario for one month using check registers and one month using a computer program. Reconcile each month. Evaluate the advantages and disadvantages of each method.

Check Register

Directions: Make the following banking transactions and record them on the check register in order as they appear below. Complete all deposit slips and checks. When the last deposit and check has been written, reconcile your checking account.

1. September 3 - Deposit: You open your checking account with the following deposit information: Check #3698 for \$165.00, Check #2438 for \$ 89.63 and \$20 cash, you request no money back.
2. September 4 - Write check #101 to the Electric Company for \$62.88, your account number is 12632.
3. September 4 - Write check #102 to Super Fresh Market for groceries in the amount of \$76.54.
4. September 6 - Write check #103 to Jim's Gas Station for \$22.00 for gas and oil.
5. September 8 - Deposit: Checks #828 for \$328.00, #368 for \$175.80 and # 4658 for \$132.00.
6. September 9 - Write check #104 to Phone Inc. for \$42.67, your account number is 1582597845.
7. September 10 - Write check #105 to Trusty Bank for your car payment in the amount of \$346.72, your account number is 14822.
8. September 13 - You go to the ATM machine and withdraw \$40.00 from your checking account. Because you did not use your bank's ATM, they charge you an additional \$2.00. Record this withdrawal as one entry on your check register.
9. September 15 - Write check #106 to Funday Toys for your cousin's birthday present for \$26.87.
10. September 17 - Write check #107 to Paulding County Water and Sewer for \$15.88, account #369421.
11. September 18 - Write check #108 to Bigfoot Shoe Store for new shoes in the amount of \$68.33.
12. September 19 - You pay your car insurance through the Internet. The company name is Keep Safe Insurance and the amount is \$142.00.
13. September 19 - Write check # 109 to Top Choppers for a haircut for \$12.00.
14. September 19 - Deposit: checks #2699 for \$280.00 and #389 for \$158.00, you request \$40.00 back in cash.
15. September 20 - Write check #110 to Super Fresh Market in the amount of \$46.28 for groceries.
16. September 20 - Use your check card at Action Video for two movies and popcorn for \$8.15.
17. September 21 - Write check #111 to TV Connect for your cable bill for \$52.67, account #4658712.
18. September 21 - Write check # 112 to Trusty Bank Credit for your credit card bill of \$30.00, account number CO5852369.
19. September 26 - Write check #113 to Floppy Joe's Pizza for pizza and tip in the amount of \$16.00.

112 \$30.00

110 \$46.28

111 \$52.67

Transfer to Line 9.

This balance should agree with line 10, below.

This balance should agree with line 5, above.

CASH	
90-1056-1056	
TOTAL FROM OTHER S/S	
(SUB TOTAL)	
* LESS CASH RECEIVED	
\$	

Your Name **101**
 Address Date _____
Pay to the
Order of _____ \$
 _____ Dollars
 Your Financial Institution
 For _____
 :06130018: 18431: 0101

Your Name _____ **102**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0102

Your Name _____ **104**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0104

Your Name _____ **106**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0106

Your Name _____ **108**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0108

Your Name _____ **110**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0110

Your Name _____ **112**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0112

Your Name _____ **103**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0103

Your Name _____ **105**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0105

Your Name _____ **107**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0107

Your Name _____ **109**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0109

Your Name _____ **111**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0111

Your Name _____ **113**
Address _____ Date _____
Pay to the
Order of _____ \$
_____ Dollars
Your Financial Institution
For _____
:06130018: 18431: 0113

Check Register

[illegible]

Computer Program

Directions: Make the following banking transactions in the computer program. When the last deposit and check has been recorded, reconcile the month. Print off the reconciliation report.

1. May 1 - Deposit: You open your checking account with: Check # 4952 for \$153.00 and 53.12 cash.
2. May 2 - Check #101 to the Gas Company for \$48.22 for your gas bill, your account number is 123456789.
3. May 2 - Check #102 to Quick Foods for groceries in the amount of \$28.29.
4. May 3 - Check #103 to Joe's Gas Station for \$32.00 for gas and oil.
5. May 5 - Deposit your paycheck in the amount of \$783.45.
6. May 8 - Check #104 to All Phones, Inc. in the amount of \$63.28, your account number is 62758345.
7. May 10 - Check #105 to Safe Credit Union for your car payment in the amount of \$325.62, your account number is 548362725.
8. May 13 - You go to the ATM machine and withdraw \$40.00 from your checking account.
9. May 14 - Check #106 to Media Blitz for your friend's birthday present in the amount of \$26.87.
10. May 17 - Check #107 to Timbuktu County Water for \$63.49, your account number is 3694253891.
11. May 18 - Check #108 to Anysize Shoe Store for new shoes in the amount of \$73.46.
12. May 19 - You pay your car insurance on-line. The company name is Allsafe Insurance for \$156.24.
13. May 19 - Check # 109 to Quick Cuts for a haircut for \$9.00.
14. May 19 - Deposit: Check #2699 for \$280.00 and check #389 for \$158.00, you request \$30.00 back in cash.
15. May 20 - Check #110 to Super Fresh Grocer in the amount of \$46.28 for groceries.
16. May 20 - Use your check card at Mega-Videos for two movies and popcorn in the amount of \$12.15.
17. May 21 - Check #111 to Cable TV for your cable bill in the amount of \$42.67, your account #46954612.
18. May 21 - Check # 112 to Trusty Bank for your credit card bill of \$50.00, account number CO5867369.
19. May 26 - Check #113 to Jim's Pizza in the amount of \$15.67.
20. May 28 - Check # 114 to Reader's Book Store for two books in the amount of \$24.95.

Bank Statement

Previous Balance: \$0

Ending Balance: \$461.94

Deposits:

5/1 \$206.12

5/5 \$783.56

5/19 \$398.00

Charges:

5/19 \$156.24

5/13 \$40.00 (ATM)

5/29 \$10.00 (monthly fee)

Checks:

101 \$48.22

102 \$28.29

104 \$63.28

105 \$325.62

106 \$26.87

107 \$63.49

109 \$9.00

110 \$46.28

111 \$42.67

112 \$50.00

113 \$15.67

Advantages and Disadvantages

List 3 advantages and disadvantages for each method of managing a checking account.

	Advantage	Disadvantage
Check Register	1. _____	1. _____
	2. _____	2. _____
	3. _____	3. _____
Computer Program	1. _____	1. _____
	2. _____	2. _____
	3. _____	3. _____

Which method of managing a checking account do you prefer? _____