Accounting -- Cash Control Systems

Summary
Introduction of cash control systems: checking accounts, endorsing checks, and writing checks. What a bank statement is, how to verify a bank statement and how to reconcile a bank statement. Introduction of how to journalize a bank service charge or dishonored check. Introduction of petty cash, how to establish a petty cash fund, how to make payments from a petty cash fund and how to replenish a petty cash fund.

Main Core Tie
Accounting I
Strand 7

Additional Core Ties
Accounting I
Strand 1

Time Frame
2 class periods of 90 minutes each

Materials

Background for Teachers
Students learn about cash control systems, bank statements and reconciliation, as well as, petty cash.

Intended Learning Outcomes
An introduction, review games and quiz of cash control systems, how to read and reconcile a bank statement and keep track of petty cash.

Instructional Procedures
Print out the Teacher Outline with Answers. Print out the Student Outline. Handout the Student Outline. Introduce the chapter information to the students, having he students following along by filling in the student outline. Have the students complete the online activities and quiz.

Strategies for Diverse Learners
Online Activities.

Assessment Plan
Chapter rubric. All students will turn in their chapter outline and play the various online games for students to review vocabulary. Online Chapter quiz.

Bibliography
Authors
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