



**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    |