

Keeping Track of Your Checks

Your bank will give you a check register with your checks.

Use the register to keep track of the checks you write.

Use it to keep track of the deposits you make.

Use it to keep track of how much money is in your account.

Debits:
(-) When you write a check, record it in your check register.
Write the amount under the payment, or debit, column.
Subtract this amount from your balance.
If you pay a fee per check, remember to subtract that, too.

Credits:
(+) When you make a deposit, record it in your check register.
Write the amount under the deposit, or credit, column.
Add this amount to your balance.

Check Register

Check No.	Date	Description of Transaction	Payment (Debit)	Fee	Deposit (Credit)	Balance
						577.80
3308	6/10/06	Northern Electrics	83.46	.25		- 83.71
		<i>May electric bill</i>				494.09
	6/12/06	Deposit			100.00	+ 100.00
		<i>birthday money ☺</i>				594.09
3309	6/15/06	Anne's Shoe Shop	29.80	.25		- 30.05
		<i>shoes for Jennifer</i>				564.04
	6/17/06	ATM withdrawal	20.00	1.00		- 21.00
		<i>lunch with Judy</i>				543.04
3310	6/17/06	ReLini's Salon	29.00	.25		- 29.25
		<i>hair color</i>				513.79

Your Turn to Practice

Write in these transactions on the check register. You pay 25¢ for each check.

1. On June 20 you make a deposit of \$324.00.
2. On June 21 you write a check to The Gas Company for \$34.02.
3. On June 28 you buy a video from Sam's Videos for \$20.43.

What is your balance now? _____