

Name: _____ Period: _____ Date: _____

Maintaining Your Account Practice

Directions: While reading through the story, you will need to complete deposit slips, write checks and keep up with your check registry. To complete these, you will use the deposit slip, check and registry templates on the next page.

May 15, 2012- You've recently started working at Burgers and More and need a place to keep your paychecks for safe keeping. After talking with your parents, you decide to open a checking account. After discussing your needs with a teller and completing the appropriate paperwork, it is time to make your first deposit.

Burgers and More 100 Main St. Cityville, USA	100 May 15, 2012
Pay to the order of Drew Wells	\$ 200.00
two hundred and 00/100 -----dollars	
Memo <u>Paycheck</u>	<u>Tom Burgers</u>

On your way home, you stop at Gas-n-Go and write a check for \$35.00 worth of gas. Later that night, you go to the movies with some friends and use your debit card to pay for your ticket and snacks. The ticket was \$7.00 and the snacks cost \$14.00.

May 16, 2012- You go to Uniforms Plus to get some new uniforms for work. You write a check for \$34.77 to cover the cost.

May 17, 2012- You go to an ATM at your bank and withdraw \$40.00.

May 19, 2012- You help your dad do some work in the yard and he write you a check for \$40.00. Your grandma needs some help moving furniture and gives you \$20.00 cash for your help. On your way home, you stop at the bank to deposit the money, but withdrawing \$40.00 in cash.

Sam Wells 200 Circle St. Cityville, USA	204 May 19, 2012
Pay to the order of Drew Wells	\$ 40.00
forty and 00/100 -----dollars	
Memo <u>Yard Work</u>	<u>Sam Wells</u>

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<p style="text-align: center;">DEPOSIT SLIP</p> <p>Name Address City, State</p> <p>Date: _____</p> <p>_____</p> <p style="text-align: center;">sign here less cash received</p>	Cash	Currency			
		Coins			
		List Checks			
		Total from Other Side			
		Subtotal			
		Less Cash Received			
		Total Deposit			

Drew Wells	100	
200 Circle St.		
Cityville, US		_____, 20__
Pay to the order of _____		\$ _____
_____		dollars
Memo _____		

Drew Wells	101	
200 Circle St.		
Cityville, US		_____, 20__
Pay to the order of _____		\$ _____
_____		dollars
Memo _____		

<p style="text-align: center;">DEPOSIT SLIP</p> <p>Name Address City, State</p> <p>Date: _____</p> <p>_____</p> <p style="text-align: center;">sign here less cash received</p>	Cash	Currency			
		Coins			
		List Checks			
		Total from Other Side			
		Subtotal			
		Less Cash Received			
		Total Deposit			

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CHECK REGISTRY

Check No.	Date	Description	Transaction Amount (-)	Deposit Amount (+)	X	Balance

Determine the balance in the account at the end of the following days:

- May 15, 2012: \$ _____
- May 16, 2012: \$ _____
- May 17, 2012: \$ _____
- May 19, 2012: \$ _____

Determine the total amount of **deposits** made during May 15- May 19.

- \$ _____

Determine the total amount of **transactions** made during May 15- May 19.

- \$ _____