

BANKING

Checks, Check Register, Bank Statements, Reconciliation



VOCABULARY

- Account number
 - Amount line
 - Balance Forward
 - Bank or Credit Union
 - Check
 - Credit
 - Debit
 - Endorse
 - Deposit Ticket Reconciliation
 - Register
 - Signature line
 - Stub
 - Void
 - Bank Statement
-

THE CHECK

Reading a Check

7
YOUR NAME
YOUR ADDRESS
YOUR PHONE NUMBER

8 5719

9 00-6879
770

1
DATE: ~~December 12, 2014~~ December 21, 2014

2
PAY TO THE ORDER OF: Staples Office Supply Store

3 \$ 120.32

4 One-hundred twenty and 32/100 DOLLARS

10
CREDIT UNION
YOUR CITY, STATE, ZIP CODE

5
MEMO: Copy Paper

6
Cathy Wood



11 ⑆000045678000 0000⑆

⑆0000



Security Features Detailed on Back.

THE CHECKBOOK LEDGER



1001		BALANCE FORWARDED	
DATE	_____		
TO	_____	}	TOTAL
FOR	_____		
			THIS CHECK
			OTHER TRANS. +/-
TAX FEM <input type="checkbox"/>			BALANCE

JOHN DE JANE CUSTOMER		1001	
 2000 123 4567 Your Address Your City, State and Zip		NO SIGNATURE	20 _____
PAY TO THE ORDER OF _____		\$	_____
YOUR FINANCIAL INSTITUTION FOUR TOWN, U.S.A. 20-MTN12343		DOLLARS	
FOR _____		PLACE YOUR NAME OR MESSAGE HERE.	
#00 1001# 64234567890123456 78			

1002		BALANCE FORWARDED	
DATE	_____		
TO	_____	}	TOTAL
FOR	_____		
			THIS CHECK
			OTHER TRANS. +/-
TAX FEM <input type="checkbox"/>			BALANCE

JOHN DE JANE CUSTOMER		1002	
 2000 123 4567 Your Address Your City, State and Zip		NO SIGNATURE	20 _____
PAY TO THE ORDER OF _____		\$	_____
YOUR FINANCIAL INSTITUTION FOUR TOWN, U.S.A. 20-MTN12343		DOLLARS	
FOR _____		PLACE YOUR NAME OR MESSAGE HERE.	
#00 1002# 64234567890123456 78			

1003		BALANCE FORWARDED	
DATE	_____		
TO	_____	}	TOTAL
FOR	_____		
			THIS CHECK
			OTHER TRANS. +/-
TAX FEM <input type="checkbox"/>			BALANCE

JOHN DE JANE CUSTOMER		1003	
 2000 123 4567 Your Address Your City, State and Zip		NO SIGNATURE	20 _____
PAY TO THE ORDER OF _____		\$	_____
YOUR FINANCIAL INSTITUTION FOUR TOWN, U.S.A. 20-MTN12343		DOLLARS	
FOR _____		PLACE YOUR NAME OR MESSAGE HERE.	
#00 1003# 64234567890123456 78			

WRITE A CHECK

Student's Name 2000 West State Street Coal Township, PA 17866	DATE _____	101
PAY TO THE ORDER OF _____	\$ _____	
_____		DOLLARS
OurShamokinBank.com 1221 Main Street Shamokin, PA 17872		
Memo _____		
⑆58733257⑆	8248138247⑆	0101⑆

Using your packet, please write the following 3 checks:

Car loan @ **M&T Bank** for \$225.25; **State Farm**/Car Insurance @ \$35.34; & **Service Electric Cable TV or SECTV** for Cable/Internet @ \$49.99.

DEPOSIT SLIP

Depositing Cash or Checks

Deposit																		
Date _____																		
Name _____																		
Account Number _____																		
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Shamokin Bank Shamokin, PA 17872</p> <p>00123-0098765</p> </div> <table border="1" style="width: 35%; border-collapse: collapse;"> <tr><td style="text-align: center;">CASH</td><td style="width: 10%;"></td><td style="width: 10%;"></td></tr> <tr><td style="text-align: center;">CHECKS</td><td></td><td></td></tr> <tr><td style="text-align: center;">Subtotal</td><td></td><td></td></tr> <tr><td style="text-align: center;">Less Cash</td><td></td><td></td></tr> <tr><td style="text-align: center;">TOTAL</td><td></td><td></td></tr> </table> </div>				CASH			CHECKS			Subtotal			Less Cash			TOTAL		
CASH																		
CHECKS																		
Subtotal																		
Less Cash																		
TOTAL																		

DO NOT USE THIS AREA

DEPOSIT TICKET

NAME _____

STREET ADDRESS _____

CITY, STATE ZIP _____

PHONE NUMBER _____

DATE _____

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

ENDORSE & LIST CHECKS SEPARATELY OR ATTACH LIST

	DOLLARS	CENTS
CURRENCY		
COIN		
TOTAL CASH		
CHECKS		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
TOTAL FROM ATTACHED LIST	-	-

ACCOUNT NUMBER _____

TOTAL ITEMS

\$

BANK NAME _____

CITY, STATE _____

CHECKS AND OTHER ITEMS RECEIVED FOR DEPOSIT ARE SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

DEPOSIT SLIP

Depositing Cash or Checks

Deposit		
Date _____	CASH	
Name _____	CHECKS	
Account Number <u>98-3025-1230</u>		
Shamokin Bank	Subtotal	
Shamokin, PA 17872	Less Cash	
00123-0098765	TOTAL	

Using your packet, write a deposit dated today for \$20.00 cash and the following 2 checks received: #203 for \$29.95 and #3439 for \$85.34.

DEPOSIT SLIP

Depositing Cash or Checks

Deposit		
Date _____	CASH	
Name _____	CHECKS	
Account Number <u>98-3025-1230</u>		
Shamokin Bank	Subtotal	
Shamokin, PA 17872	Less Cash	
 00123-0098765	TOTAL	

Complete a second deposit dated for tomorrow for a check #987 in the amount of \$285.34 with cash coming to you in the amount of \$35.34. Enter the TOTAL being deposited.

THE CHECK REGISTER

Check Register Entry

CHECK REGISTER						
Check No.	Date	Description	Payment/Debit	Deposit/Credit	Balance	



Your forwarded balance (carried over) is \$780.56

Enter your 3 checks and 2 deposits into your Check Register and complete the math.

THE BANK STATEMENT



Coal Township Bank & Trust

123 Park Place
Coal Township, PA 17866 1-800-555-5555

Checking Account Statement

Page : 1 of 1

Mrs. Cathy Dowd
2000 West State Street
Coal Township, PA 17866

Statement period	Account No.
2014-10-09 to 2014-11-09	00005-123-456-7

Date	Description	Ref.	Withdrawals	Deposits	Balance
2013-10-08	Previous balance				0.55
2013-10-14	Payroll Deposit - HOTEL			694.81	695.36
2013-10-14	Web Bill Payment - MASTERCARD	9685	200.00		495.36
2013-10-16	ATM Withdrawal - INTERAC	3990	21.25		474.11
2013-10-16	Fees - Interac		1.50		472.61
2013-10-20	Interac Purchase - ELECTRONICS	1975	2.99		469.62
2013-10-21	Web Bill Payment - AMEX	3314	300.00		169.62
2013-10-22	ATM Withdrawal - FIRST BANK	0064	100.00		69.62
2013-10-23	Interac Purchase - SUPERMARKET	1559	29.08		40.54
2013-10-24	Interac Refund - ELECTRONICS	1975		2.99	43.53
2013-10-27	Telephone Bill Payment - VISA	2475	6.77		36.76
2013-10-28	Payroll Deposit - HOTEL			694.81	731.57
2013-10-30	Web Funds Transfer - From SAVINGS	2620		50.00	781.57
2013-11-03	Pre-Auth. Payment - INSURANCE		33.55		748.02
2013-11-03	Cheque No. - 409		100.00		648.02
2013-11-06	Mortgage Payment		710.49		-62.47
2013-11-07	Fees - Overdraft		5.00		-67.47
2013-11-08	Fees - Monthly		5.00		-72.47
*** Totals ***			1,515.63	1,442.61	

RECONCILIATION

CHECKING ACCOUNT RECONCILIATION

Filling in the appropriate blanks below will enable you to balance your checking account.

List checks issued but not shown on statement	
CHECK NO.	AMOUNT
TOTAL	↔

RECONCILIATION INSTRUCTIONS	
1. Subtract from your check register any charges listed on this statement which you have not previously deducted from your balance. Also, add any dividends paid this month. (see reverse side)	
2. Enter check balance shown on this statement here.	\$
3. Enter deposits made later than the ending date of this statement.	\$
	\$
	\$
	\$
	\$
	\$
TOTAL OF 2 AND 3	\$
4. In your check register, mark off all checks paid, and in area provided at left, list numbers and amounts of all unpaid checks.	
5. Subtract total checks outstanding	< \$
6. This amount should equal your check register balance.	\$

IF YOU DO NOT BALANCE: Compare the dollar amounts of all checks and deposits in your check register with the amounts shown on this statement. Verify all additions and subtractions. If you need assistance in balancing your checking account, call (904) 777-6000 or 1-800-445-6289 option 3.



ONLINE BANKING VS. PERSONAL FINANCE



2015 BEST Personal Finance Software Review
REVIEWS AND COMPARISONS

Gold Award Winner	Rankings				
#1	#2	#3	#4	#5	#6
					
AceMoney	Quicken Starter Edition	YNAB	Moneydance	BankTree Personal	RichOrPoor
\$34.99	\$29.99	\$60.00	\$49.99	\$39.99	\$29.95
READ REVIEW >	REVIEW	REVIEW	REVIEW	REVIEW	REVIEW
VISIT SITE >>	VISIT SITE	VISIT SITE	VISIT SITE	VISIT SITE	VISIT SITE

ONLINE BANKING VOCABULARY

- **Online Banking** - banking via your computer and/or Internet
 - **DD** = Direct Deposit
 - **CM** = Credit Memo
 - **DM** = Debit Memo
 - **INT** = Interest
 - **NSF** = Not Sufficient Funds
 - **SC** = Service Charge
 - **ATM** = Automatic Teller Machine
 - **EFT** = Electronic Funds Transfer
 - **Overdrawn** = writing a check for more than you have in your account
 - **Over Draft Protection** = if short on funds it transfers from another account, typically your savings
-

CHECK YOUR UNDERSTANDING

THE CHECK REGISTER

Enter the information in your Check Register and complete all math. When you have completed the check register take your Bank Statement and reconcile the account with your checkbook register. Check off all items that match the statement using a check mark ✓. Any errors in recording, interest, charges, etc. must be placed in your checkbook for reconciliation purpose.

1/4/14 Initial Deposit to Open your Account
\$150.00

2/8/14 Direct Deposit – paycheck \$381.98

2/9/14 Debit Card – Old Navy clothes \$57.35

2/11/14 Debit Card – Weis Markets \$29.40

2/12/14 ATM withdraw – Cash \$50.00

2/15/14 Debit Card – Cinema Center \$15.00

2/18/14 Check 101 – State Farm (insurance)
\$102.45

2/22/14 Direct Deposit – paycheck \$401.03

2/23/14 ATM withdraw – Cash \$50.00

2/25/14 Check 102 – Barnes and Noble
\$32.40

2/25/14 Check 103 – Bank of America Credit
Card payment \$50.00

2/27/14 Debit Card – Turkey Hill (gas) \$34.00

2/27/14 Deposit – check from Grandparents
\$100.00

2/28/14 Check 104 – M&T car payment
\$195.25

2/28/14 Debit Card – Dunkin Donuts \$12.20

BANK STATEMENT

Bank of Shamokin

123 Main Street
Shamokin, PA 17872

CHECKING ACCOUNT STATEMENT

PAGE: 1 OF 1



Shamokin Area Student
2000 West State Street
Coal Township, PA 17866

Statement period	Account No.
11-1-2014 to 12-1-2014	000-012344

Date	Description	Ref.	Withdrawals	Deposits	Balance
11/4/14	Initial Deposit - open student account			\$ 150.00	\$ 150.00
11/8/14	Direct Deposit - paycheck			\$ 381.98	\$ 531.98
11/9/14	Debit Card - Old Navy clothes		\$ 57.35		\$ 474.63
11/11/14	Debit Card - Weis Markets		\$ 29.40		\$ 445.23
11/12/14	ATM withdraw - Cash		\$ 50.00		\$ 395.23
11/12/14	ATM charge for foreign bank		\$ 2.50		\$ 392.73
11/15/14	Debit Card - Cinema Center		\$ 15.00		\$ 377.73
11/21/14	Check 101 - State Farm (insurance)		\$ 102.45		\$ 275.28
11/22/14	Direct Deposit - paycheck			\$ 401.03	\$ 676.31
11/23/14	ATM withdraw - Cash		\$ 50.00		\$ 626.31
11/28/14	Check 103 - Bank of America Credit Card payment		\$ 50.00		\$ 576.31
11/27/14	Debit Card - Turkey Hill (gas)		\$ 43.00		\$ 533.31
11/28/14	Debit Card - Dunkin Donuts		\$ 12.20		\$ 521.11
12/1/14	Interest on checking account			\$ 5.64	\$ 526.75
	*** Totals ***		\$ 411.90	\$ 938.65	