### Student Activities



name:	date:
Hallic	uate



# choosing a checking account

name of bank:				
branch information  Branch nearest your home:				
■ Branch nearest your work:				
Number of branches:				
number of ATMs:				
bank hours:				
are your funds insured?				
types of accounts:				
fees:  Must maintain a minimum	daily balance of:			
■ Must maintain an average o	laily balance of:			
■ Monthly maintenance char	ge:			
interest:  How much interest do you	earn on your account?			
■ How is it calculated?				
charges:				
checks:	balance inquiries:			
Printing checks	At teller window	_		
Bouncing checks	At ATMs	<u> </u>		
Stopping checks	By phone			
Certifying checks	_	<u> </u>		
withdrawals at:	special services:	<del>_</del>		
Teller window	Fund transfer by phone	<del></del>		
Bank-owned ATMs	Pre-authorized bill payment	<del></del>		
Regional network ATMs	Signature guarantee	_		
National network ATMs	Bill payment by phone			
International network ATMs	Check card			
deposits:				



## keeping a running balance

# record deposits and keep a running balance in the checkbook register below.

- **1.** On May 26, your balance is \$527.96.
- **2.** On May 27, you write check #107 to your landlord, Mrs. Wilson, for \$226.00.
- **3.** On May 28, you use your check card at Foodland for \$22.52.
- **4.** On June 1, you write a check for \$156.32 to Bank of Illinois for your car payment.
- **5.** On June 1, you realize your check to the Bank of Illinois should have been for \$165.23, so you void the first check and write a new check for \$165.23.
- **6.** On June 2, you write a check to Interstate Phone Service for \$62.77.
- **7.** On June 2, you use your ATM card to withdraw \$20.00.
- **8.** On June 15, your paycheck for \$425.00 is automatically deposited.
- **9.** On June 15, you use your check card at Gifts Plus to buy a \$18.99 birthday present for your mother.
- **10.** On June 15, you write a check for \$246.45 to State Ranch to cover your car insurance premium.
- **11.** On June 22, you transfer \$100.00 online from your checking account to your savings account.
- **12.** On June 24, you use your check card at Gas Up to fill up your car. You spend \$12.88.
- **13.** On June 28, you use your ATM card to withdraw \$30.00 from your checking account.

OHECK NO.	DATE	DESCRIPTION	TRANSAC		DEPOSIT	BALANCE
			_	Н-	<del>                                     </del>	+
				-	+	+
				Н-	$\longrightarrow$	-
					<del>                                     </del>	
			_	-	_	+
			_	-	+	-
				$\perp$		
_						

## keeping a running balance (continued)

NO.	DATE	DESCRIPTION	TRANSACTION	DEPOSIT	BALANCE
				7.222	
					<del>                                     </del>

## use the check register you just completed to answer the following questions:

- **1.** What was your account balance on May 30?
- **2.** Could you have paid your car insurance payment on June 1 instead of June 15? If not, why?
- **3.** The love of your life has been in a bad mood lately, and you think an expensive present might help. You've found a leather jacket on sale for \$189.00. Can you afford to buy the jacket on June 8? What will your account balance be if you do?
- **4.** The hottest new band in town has just released a CD. It costs \$21.99. Can you afford to buy the CD on June 2? What will your account balance be if you do?
- **5.** What was your account balance after you withdrew \$30.00 on June 28?
- **6.** What was the amount of check #111, to whom did you write it, and for what?



### reading a bank statement

#### using the bank statement on the next page, answer the following questions:

- **1.** What period does this statement cover?
- **2.** What is the account number of this statement?
- **3.** How many deposits were made and what were the amounts?
- **4.** How many checks cleared and what was the total dollar amount of the checks that cleared?
- **5.** Was there any ATM activity? If so, how many transactions were there, and what was the total amount?
- **6.** Was there any check card activity? If so, how many transactions were there, and what was the total amount?
- **7** Were there any service charges? If so, what was the total amount?
- **8.** What is the total of all withdrawals (checks, ATM transactions, check card transactions, service charges)?
- **9.** What is the new balance of the account?
- **10.** Did check #182 clear?
- **11.** What was the amount of check #183?
- **12.** Did check #185 clear?
- **13.** What was the amount of check #187?

# reading a bank statement (continued)

CHECKING ACCOUNT 0471-678	Total of 3	Statement Bala Deposits For 0 Withdrawals I		9		612.04 1,980.68 <del>1</del> 1,705.25 -
	New Bala	nce				883.97 +
CHECKS &	CHECK	DATE PAID	AMOUNT	CHECK	DATE PAID	AMOUNT
OTHER DEBITS	181	5/24	15.00	184	5/17	1232.27
0471-678	182	6/04	17.00	*186	5/30	54.47
	183	5/26	217.54	187	6/03	53.97
	Withdrav	wal #00281 at AT	M #423A		5/24	40.00
	Withdraw	wal #02628 at AT	M #423A		5/30	20.00
	Withdra	wal #08744 at A1	M #430E		6/15	20.00
DEPOSITS &					DATE POSTED	AMOUNT
OTHER CREDITS	Transfer	from 4039-557	at ATM #423C		5/27	1200.00
	Customer Deposit at ATM #423A on 5/12				6/14	521.78
	Direct Deposit from #05323 on 5/17				6/18	258.90
ATM LOCATIONS USED	423C: 3	423A: 2500 Centre Plaza, Anytown, USA 423C: 3500 Centre Plaza, Anytown, USA 430E: 945 Hamilton Avenue, Big Clty, USA				

# reconciling an account

use the bank statement, check register, and reconciliation worksheet on this and the following page to balance this checkbook.

			6/20/09 through	
CHECKING ACCOUNT 0471-678	Previous Statement Balance On 6/19/09 Total of 1 Deposits For Total of 6 Withdrawals For			150.67 1.200.00 + 1,246.98
	New Balance			103.69 +
CHECKS &		CHECK	DATE PAID	AMOUNT
OTHER DEBITS		161	6/21	216.30
		162	6/26	82.87
		163	6/29	1000.00
	ATM Withdrawal #00261 at ATM #423A		6/18	35.00
	ATM Withdrawal #00476 at ATM #426B		6/25	20.00
	Check Card #00686 Foodland EFT		6/18	55.00
	Check Card #01275 EZ-Shoppe		6/26	54.11
DEPOSITS &			DATE POSTED	AMOUNT
OTHER CREDITS	Transfer from 4039-557 at ATM #423C		6/23	1200.00

CHECK	DATE	DESCRIPTION	TRANSACT			DEPOS		BALAN	
NO.					$\vdash$		_	366	9
161	6/4	Sound Out	216	30	$\perp$			216	3
		bew CD player			$\perp$			150	6
ATM	6/18	withdrawal	35	00				35	0
		spending money						115	6
ChkCrd	6/18	Check Card	55	00				55	00
		Foodland Groceries						60	6
ATM	6/23	deposit				1200	00	2100	0
		transfer from savings						1260	6
162	6/24	Racy's	82	87	П			82	8
		new clothes						1177	8
ATM	6/25	withdrawal	20	00	П			20	0
		movie and pizza						1157	8
163	6/26	Woodland Apt's	1000	00	П			1000	0
		rent			П			157	8
ChkCrd	6/26	E-Z Shoppe	54	11				54	1
		groceries						103	6
164	7/5	CD Place	26	31				26	3
		acct. #7M3406						77	3
165	7/14	Lucasfilm, Ltd.	10	00	П			10	0
		"Monkey Island" T-shirt						67	3
ATM	1/19	deposit				253	17	253	1
		pay check						320	5

## reconciling an account (continued)

ITEMS OU	TSTANDING	<b>enter</b> The <b>New Balance</b> shown	
NUMBER	AMOUNT	on your statement	\$
		add  Any deposits or transfers listed in your register that are not shown on your statement	\$ \$ \$
		total	+\$
		calculate the subtotal	\$
		subtract Your total outstanding checks and withdrawals	-\$
		calculate the ending balance This amount should be the same as the current balance	
TOTAL		in your check register	\$

# use the information on this and the previous page to answer the following questions:

- **1.** What is the new balance shown on the statement?
- **2.** What is the total amount of deposits listed in the check register but not shown on the statement?
- **3.** What is the sum of the new balance and the deposits not shown on the statement?
- **4.** What is the total amount of outstanding checks and withdrawals?
- **5.** What is the ending balance?

name: _	date:	



## lesson six quiz: banking services

**D.** more outstanding checks

true	-fa	lse
------	-----	-----

1.		A pawnshop offers loans to people s	startii	ng their	own business.				
2.		Opening a checking account require	es cor	npletin	g a signature card.				
3.		A blank endorsement allows anyone to cash a check.							
4.		A "smart card" stores a person's bank balance right on the plastic card.							
5.		An outstanding check refers to one written on an account with a very low balance.							
mι	ıltiple d	hoice							
6.		The highest loan rates usually occur when borrowing from a:	8.		Obtaining cash from an ATM is similar to:				
		<b>A.</b> bank			<b>A.</b> writing a check				
		<b>B.</b> credit-card company			<b>B.</b> making a deposit				
		<b>C.</b> pawnshop			<b>C.</b> opening a new account				
		<b>D.</b> credit union			<b>D.</b> earning interest on your account				
7.		A is used to add funds to a bank account.	9.		A service charge on your bank statement will result in:				
		<b>A.</b> check			<b>A.</b> a higher balance				
		<b>B.</b> deposit slip			<b>B.</b> a lower balance				
		<b>C.</b> signature card			<b>C.</b> earning more interest				
		<b>D.</b> withdrawal slip			<b>D.</b> more outstanding checks				

#### case application

A recent bank statement for Tracy Gray revealed various service charges and fees of over \$10. How might Tracy reduce her costs for banking fees?