

Activity 4.1

Unit Word Search

Name _____ Date _____ Hour _____

Student Materials

Pencil

Directions

Fill in the blank with the correct term from the word bank. Find the word within the word search.

Word Bank

checks	interest bearing accounts	reconciliation
checking account	not sufficient funds	share account
check register	online banking	statement
deposit	overdraft	
endorsement	payee	

1. A _____ makes managing financial affairs easier, but it is a privilege and responsibility.
2. Many people use _____ to pay bills and to reconcile checking accounts more often.
3. Matching bank information with your information on a financial account is known as _____.
4. Writing all transactions in a _____ is a good habit that will keep you from being overdrawn.
5. A restrictive _____ limits the use of a check.
6. A monthly _____ should be compared to your check register.
7. Financial institution account holders use _____ slips to add money to their account.
8. _____ add a savings element to checking accounts.
9. A check is written to the _____, noted on the check as “pay to the order of.”
10. Writing a check for more than the amount in an account will result in _____ fees.
11. _____ are orders to pay a specific amount to a specific person or company.
12. Checking accounts at credit unions are often referred to as a _____.
13. When you have _____, your funds are less than the amount of the check you’re writing.

I G Z L R V N E H K U S E S D C Y T K Y X S Y G R
X N L W S E L A U Z J E A X H I K C P R I O P R U
F I T P X J T T P I Y Q F E A W J C N X Q B L A G
Y K B E R U Y S O E W H C Z O M Z E I T A B W O N
M N C Q R Z J G I F N K F P V U G E C I W W V X O
X A S L S E T N F G I E H L D S F E R A R C H H T
A B X N Y A S C F N E A O B R G Z R J V R P A Y S
J E P Z C Z H T G A H R X T E R O Q G I A Z K Q U
X N G D B E H A B K R L K D D C R T L O C G F A F
O I K G C L C A K E L K M C Z F N E O B C E U Z F
X L L K D C N T Y Y A N O B E U X S W S M Q P J I
I N S X O J K J V Z U R P A O H B C Q N S Y J E C
C O B U U N O I T A I L I C N O C E R V T Q G E I
G Z N M V L Z V V I S S C N I P X H E S A Z E U E
J T R J L X S N N I Z A K C G F N L C D T M X D N
O E E N D O R S E M E N T H X A A V H A E N C M T
V V C Q M A Z P W R N W E Q X F C Z X E M I D D F
R M E Y F I G S A Z B F V C M S C C A W E H H E U
L R A R P R T H T Q B I E A B G W Z O J N U X Z N
H L C J D M S N J G V O E C T R L Y Q U T Z P H D
N V X D Z R Q B E M L A K S N C T G F E N G S D S
M E U Q E Q A S G S I Z R Y N J Z R H B Z T U E D
S X V F P D A F N I E E Y A P G Y Z K W U T S T H
I U O Y E B O X T W M D U L N I T D U M W Q D I S
Z T S D J R U L V L J P F A P X L F U T D T R F I

Activity 4.2 Writing Checks

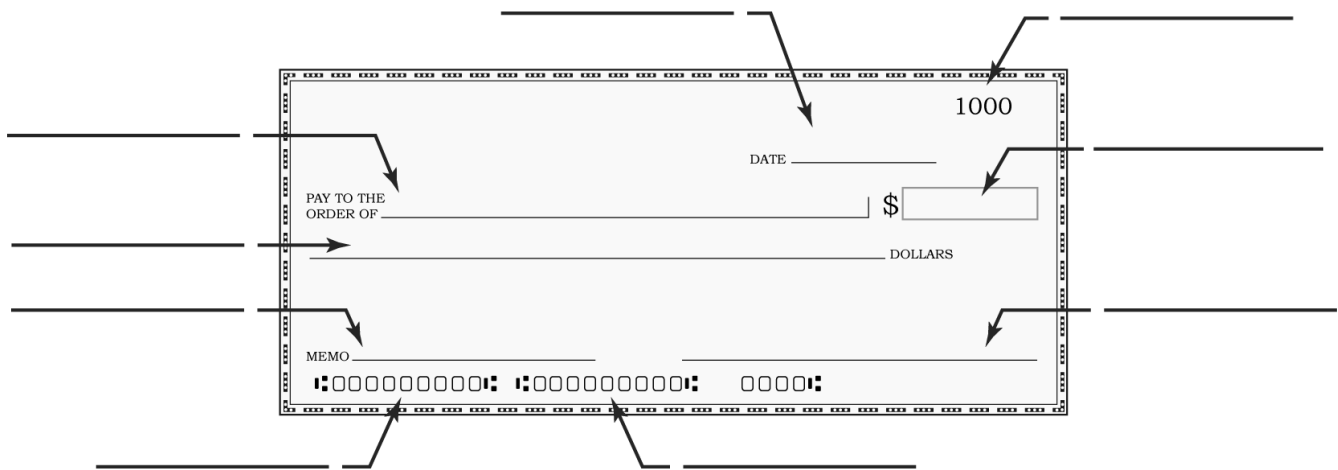
Name _____ Date _____ Hour _____

Introduction

Paper checks were once the only way to pay someone, other than using cash. Today’s checking accounts often make use of online bill paying and debit cards. However, there are still occasions when a paper check is the best option. For instance, if you’re buying cookies from a Girl Scout, sending your nephew money for his birthday, or paying a friend, you’ll probably want to use checks. Checks also provide an automatic receipt for you.

Directions — Part 1

Identify the following parts of a check. Write the answers in the blanks.



Directions - Part 2

Complete the following checks as the account holder from the following scenarios.

1. On April 30 2011, a rent check is written to Smith Group Rentals for \$525 for a snow cone machine.
2. The next day, you make a check donation to American Red Cross for \$25 for tsunami victims.
3. On May 5, 2011, you give your sister, Shelby Smith, a check for \$35, as your share of a gift for your parent’s anniversary.

- - - - - **Personal Checks** - - - - -

Student Name 2011 School Zone Street Anytown, USA 54321	5 _____
	DATE _____
PAY TO THE ORDER OF _____	\$ <input type="text"/>
_____	DOLLARS
MEMO _____	
⑆000000000000⑆ ⑆000000000000⑆	

Student Name 2011 School Zone Street Anytown, USA 54321	5 _____
	DATE _____
PAY TO THE ORDER OF _____	\$ <input type="text"/>
_____	DOLLARS
MEMO _____	
⑆000000000000⑆ ⑆000000000000⑆	

Student Name 2011 School Zone Street Anytown, USA 54321	5 _____
	DATE _____
PAY TO THE ORDER OF _____	\$ <input type="text"/>
_____	DOLLARS
MEMO _____	
⑆000000000000⑆ ⑆000000000000⑆	

Activity 4.3

Complete a Check Register

Name _____ Date _____ Hour _____

Introduction

A check register is a record an account holder uses to record transactions to his or her account. It is important to record transactions so that you know you have enough money in your account. Forget a transaction, and you may find yourself overdrawn and having to pay a stiff penalty.

Directions

On the next page, fill in all columns that apply to a transaction. Complete the check register with the transactions from Activity 4.2 (Part 2) in addition to those that follow. Your beginning checking account balance is \$897.28. You also have the following transactions:

5/5:	ABC Wireless	\$44.97	Check number 508
5/5:	Gas at Git n' Go	\$26.50	Debit
5/6:	Cash from bank ATM	\$50.00	
5/10:	Pizzas R' Us	\$22.24	Debit
5/18:	Wheeler Auto Insurance	\$97.34	Check number 509
5/19:	Deposit	\$335.00	
5/20:	Transfer \$100 to Savings	\$100.00	
5/20:	Monthly service fee	\$5.00	

What is your ending balance? _____

Activity 4.4

Reconciling an Account

Name _____ Date _____ Hour _____

Introduction

Financial institutions typically send a monthly statement for checking accounts. The statement lists all transactions for the specified time period. Sometimes, a financial institution will return cancelled checks; other times you can request a copy for a fee or print it from your account online. Reconciliation is the process of making certain that the financial institution's statement matches your check register.

Student Materials

Pen or pencil (hint: a red pen can help items stand out better)

Calculator

Previous check register

Directions

Balance your check register from Activity 4.3 with the monthly statement on the next page. For each item on the statement, place a check mark next to the same item in your register. You can use the first column on the left to place your check marks. Don't forget about service fees. If the balances aren't the same, use the reconciliation form that the bank provides to find the problem.

Your Name
Your Address Line 2
Your Address Line 3



Main Street Bank

Account Statement

Account Type: Regular Checking
Account Number: 6013795999
Beginning Date: 4/21/11
Ending Date: 5/20/11

Beginning Balance: \$897.28
Deposits/Credits: \$335.00
Checks/Debits: \$883.71
Ending Balance: \$348.57

Deposits/Credits		
Date	Description	Amount
5/19	DEPOSIT	\$335.00
Checks		
Check Number	Date Paid	Amount
505	5/2	\$525.000
506	5/8	\$25.00
507	5/15	\$35.00
508	5/6	\$44.97
Debits/Charges		
Date	Description	Amount
5/6	Git n/ Go	\$ 26.50
5/6	ATM Cash withdrawal	\$50.00
5/11	Pizza r/ Us	\$22.24
5/14	ATM Cash withdrawal	\$50.00
5/20	Savings Transfer	\$100.00
5/20	Monthly services fee	\$5.00

