

## A Completed Checkbook Register Lesson

### Completed Check Register

Check Number	Date	Transaction Description	✓	Withdrawal (-)	Deposit (+)	Balance
				Payment or Withdrawal	Deposit	\$
						250.00
1234	9/1	Southern California Edison		\$ 80.33		\$ 170.32
	9/2	Deposit – Payroll			295.00	465.32
	9/4	ATM		100.00		365.32
1235	9/8	Macy's		29.94		335.38
	9/9	Walmart – Debit		15.22		320.16
1236	9/11	Farmer's Insurance VOID		22.05		298.11
	9/11	Farmer's Insurance			22.05	320.16
1237	9/11	Farmer's Insurance		22.50		297.66
	9/14	Deposit – Payroll			254.33	551.99
1238	9/19	Nuevo Water Company		62.87		489.12
1239	9/20	The Gas Company		32.44		456.68
	9/22	Birthday Gift – Deposit			100.00	556.68
	9/25	Target – Debit		38.78		517.90
	9/29	Walmart – Debit		15.33		502.57

Your checkbook register should start with an opening balance and every transaction after that should be recorded. Your bank should provide you with a paper copy of a checkbook register when you order checks or you may choose to use a software program that has one. They all have the same basic information for keeping track of your transactions.

Anytime there is any activity in your account, you should record it and keep a running total of available funds. By doing this, you will always know how much money you have in your account and it will help to prevent you from writing checks for more money than you have available.

When you write a check, record the date on the far left. Write your check number in the column provided and in the next column you will record who you wrote the check to or what it was for. Sometimes on a register the check number and date column may be switched around. Record the amount of the check in the withdrawal or debit column and then adjust your balance on the far right to reflect the payment.

Follow the same procedure for recording deposits or any withdrawals you make at a teller or from a bank machine.

