

## Activities 9.2 through 9.4 Checking Accounts—Checks, Deposit Slips, Checkbook Register, and Bank Reconciliation

(Use the following information for Activities 9.2 through 9.4)

### GENERAL INSTRUCTIONS

1. Assume the name of either Hank A. Williams or Mary B. Williams.
2. Look at the following table and list all the checks in numeric order from 101 to 105. These numbers will be used for the checks, checkbook register, and bank reconciliation as check numbers. Complete Activity 9.2 by filling in the forms using the information in the table.

DATE	CHECK TO	REASON	AMOUNT
a. May 1	Motor Parts	Car repair	\$ 52.00
b. May 1	Landlords Incorporated	Rent	300.00
c. May 3	Food Stores, Inc.	Groceries	33.00
d. May 7	Deposit	Paycheck (Bank No. 96-7401)	822.00
e. May 18	Dr. Susan Jones	Dental bill	42.00
f. May 21	Dandee Department Store	On account	100.00
g. May 28	Deposit	Loan repaid (cash)	30.00

3. Process each of the items in the table in chronological order for the checkbook register in Activity 9.3. Your balance brought forward is \$502.00. Keep a balance after each payment or deposit.
4. Check the bank statement (statement of account) in Activity 9.4. Compare it to the checkbook register in Activity 9.3. Check off all payments and deposits in the checkbook register.
5. Enter any service charge that the bank statement may show.
6. Prepare the bank reconciliation.

### Activity 9.2 Checks and Deposit Slips

<b>HANK A. WILLIAMS</b> <b>MARY B. WILLIAMS</b> 10 SPEARS COURT EUGENE, OR 97405-8762		NO. <u>101</u>
<u>May 1</u>		20 <u>--</u> 96-7401 3232
PAY TO THE ORDER OF <u>Motor Parts</u>		\$ <u>52.00</u>
<u>Fifty-two and 00/100</u>		DOLLARS
FOR CLASSROOM USE ONLY		
<b>HERITAGE BANK</b> EUGENE, OR 97405-7110		
MEMO <u>car repair</u>		<u>Hank A. Williams</u>
⑆323274018⑆ 0103 024 90759⑈		

Activities 9.2 through 9.4 should be graded according to how well students follow the directions.