



SPRUCE BASEMENT COMPUTER SCHOOL 1234-56/7890 **201**  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345 Date \_\_\_\_\_ 20 \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY

Memo \_\_\_\_\_

⑆0510737⑆ 0438737⑆ 0201

SAMPLE - VOID

SPRUCE BASEMENT COMPUTER SCHOOL 1234-56/7890 **202**  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345 Date \_\_\_\_\_ 20 \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY

Memo \_\_\_\_\_

⑆0510737⑆ 0438737⑆ 0202

SAMPLE - VOID

SPRUCE BASEMENT COMPUTER SCHOOL 1234-56/7890 **203**  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345 Date \_\_\_\_\_ 20 \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY

Memo \_\_\_\_\_

⑆0510737⑆ 0438737⑆ 0203

SAMPLE - VOID

DEPOSIT TICKET

SPRUCE BASEMENT COMPUTER SCHOOL  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345

Date \_\_\_\_\_

Sign here if cash received from deposit. \_\_\_\_\_

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY

⑆0510737⑆ 0438737⑆

	Dollars	Cents
CASH		
CHECKS		
TOTAL FROM OTHER SIDE		
<b>TOTAL</b>		
LESS CASH RECEIVED		
<b>NET DEPOSIT</b>		

1234-56/7890

ENDORSE HERE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO NOT WRITE, STAMP OR SIGN BELOW  
 RESERVED FOR FINANCIAL INSTITUTION USE

figure B

and your need for the money. You figure you will need \$2,000 to get started. A home computer on which to instruct your clients cost \$1,300; \$300 goes for software; another \$75 for promotion, and the remainder for miscellaneous expenses.

Your lender asks you about your business track record (you don't have one); and then he asks whether or not you have any property to use for collateral (you don't). There is a third way to swing the loan, he explains. He asks if you can find a friend or relative who will be willing to cosign the loan application and thereby share your obligation to repay the money. You can. Each of you finds a relative willing to cosign which enables all four of you to borrow \$500 each.

Now you are in business. Since you have been chosen as treasurer, the first thing you do is open a checking account for the company. The Spruce Basement Computer School starts with an opening balance of \$2,000, the proceeds of the loan from the Safe and Secure Financial Institution.

As Treasurer, you must write checks, keep records, make deposits, and keep the school account in balance. When writing these checks, remember to record the purpose for the check (what you bought with the money) on both the check itself and in the register.

If you make a mistake when writing one of these checks, destroy the check by writing "VOID" in big letters across it. Then use check 212 as a replacement.

SPRUCE BASEMENT COMPUTER SCHOOL  
2347 SPRUCE STREET  
HOMETOWN, STATE 12345

1234-56/7890 **204**

Date \_\_\_\_\_ 20\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
INSTITUTION IN YOUR COMMUNITY

SAMPLE - VOID

Memo \_\_\_\_\_

⑆05⑆0737⑆ 043⑈8737⑈ 0204

SPRUCE BASEMENT COMPUTER SCHOOL  
2347 SPRUCE STREET  
HOMETOWN, STATE 12345

1234-56/7890 **205**

Date \_\_\_\_\_ 20\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
INSTITUTION IN YOUR COMMUNITY

SAMPLE - VOID

Memo \_\_\_\_\_

⑆05⑆0737⑆ 043⑈8737⑈ 0205

SPRUCE BASEMENT COMPUTER SCHOOL  
2347 SPRUCE STREET  
HOMETOWN, STATE 12345

1234-56/7890 **206**

Date \_\_\_\_\_ 20\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
INSTITUTION IN YOUR COMMUNITY

SAMPLE - VOID

Memo \_\_\_\_\_

⑆05⑆0737⑆ 043⑈8737⑈ 0206

DEPOSIT TICKET

SPRUCE BASEMENT COMPUTER SCHOOL  
2347 SPRUCE STREET  
HOMETOWN, STATE 12345

Date \_\_\_\_\_

Sign here if cash received from deposit. \_\_\_\_\_

**Safe & Secure Financial**  
INSTITUTION IN YOUR COMMUNITY

⑆05⑆0737⑆ 043⑈8737⑈

	Dollars	Cents
CASH		
CHECKS		
TOTAL FROM OTHER SIDE		
TOTAL		
LESS CASH RECEIVED		
NET DEPOSIT		

1234-56/7890

ENDORSE HERE

\_\_\_\_\_

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\_\_\_\_\_

DO NOT WRITE, STAMP OR SIGN BELOW  
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figure C

Write the amount of your opening balance (\$2,000.00) in the column on your check register designated New Balance.

Today is September 28th. Write Check 201 to Cemark Computer Company in the amount of \$1,298.85, to pay for the school's computer.

Today is October 1st. Write Check 202 to your partner's father, Mr. E. G. McCarty, in order to pay the first month's rent on the space in the basement you are using for your school. The amount of rent is \$25.00.

Today is October 4th. Write Check 203 in the amount of \$303.15 to Silicon Software Sales for two software packages.

Today is October 7th. You have convinced four neighbors to take your course. (The course consists of five two-hour lessons held after school. The total cost is \$43.50.) The school receives tuition payments from these students: a check for \$43.50; and \$130.50 in cash.

Endorse the check that you have just received (figure B on StudyMaster 5B) using a restrictive endorsement. The school's account number is 0438737.

Next, record the total amount in the check register and fill in the deposit ticket (figure B on StudyMaster 5B) in order to deposit the tuition payments.

You have decided to decorate your basement school room. On October 12th, you make a number of purchases.

SPRUCE BASEMENT COMPUTER SCHOOL 1234-56/7890 **207**  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345 Date \_\_\_\_\_ 20 \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY SAMPLE - VOID

Memo \_\_\_\_\_

⑆05⑆0737⑆ 043⑆⑆8737⑆ 0207

Write Check 204 for \$62.36 for four second-hand chairs at Not Antiques, Inc.

Write Check 205 payable to The Paint Spot in the amount of \$18.50 for a gallon of wall paint.

Write Check 206 in the amount of \$34.77, payable to U-Fix-It Hardware Store for the do-it-yourself lighting fixtures.

Today is October 14th. Write Check 207 to the Times-Dispatch, your local newspaper, to pay for the ad you placed. The cost of the ad was \$32.43.

In addition to the newspaper ad, you have decided to promote your school by distributing handbills to parents after the Friday night game.

On October 15th, write Check 208 payable to Best Image Printers for the amount of \$57.13 to pay for the handbills.

Your promotion efforts have started to pay off. On October 17th, you receive a check in the amount of \$217.50, plus \$87.00 in cash.

Record the total amount in your check register; then use the restrictive endorsement to endorse the check (figure C on StudyMaster 5C) and fill out the deposit ticket.

Today is October 21st. When you struck your deal with the lender, you agreed to repay \$2,200.00 (\$2,000.00 principal plus \$200.00 in finance charges) in twelve equal monthly payments of \$183.33 on the 21st day of each month.

Write Check 209 payable to The Safe and Secure Financial Institution and make the payment on time.

SPRUCE BASEMENT COMPUTER SCHOOL 1234-56/7890 **208**  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345 Date \_\_\_\_\_ 20 \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY SAMPLE - VOID

Memo \_\_\_\_\_

⑆05⑆0737⑆ 043⑆⑆8737⑆ 0208

SPRUCE BASEMENT COMPUTER SCHOOL 1234-56/7890 **209**  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345 Date \_\_\_\_\_ 20 \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY SAMPLE - VOID

Memo \_\_\_\_\_

⑆05⑆0737⑆ 043⑆⑆8737⑆ 0209

DEPOSIT TICKET

SPRUCE BASEMENT COMPUTER SCHOOL  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345

Date \_\_\_\_\_

Sign here if cash received from deposit.

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY

⑆05⑆0737⑆ 043⑆⑆8737⑆

	Dollars	Cents
CASH		
CHECKS		
TOTAL FROM OTHER SIDE		
TOTAL		
LESS CASH RECEIVED		
NET DEPOSIT		

1234-56/7890

ENDORSE HERE

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DO NOT WRITE, STAMP OR SIGN BELOW  
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figure D

SPRUCE BASEMENT COMPUTER SCHOOL 1234-56/7890 **210**  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345 Date \_\_\_\_\_ 20 \_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY SAMPLE - VOID

Memo \_\_\_\_\_

⑆05⑆0737⑆ 043⑆⑆8737⑆ 02⑆0

SPRUCE BASEMENT COMPUTER SCHOOL 1234-56/7890 **211**  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345 Date \_\_\_\_\_ 20 \_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY SAMPLE - VOID

Memo \_\_\_\_\_

⑆05⑆0737⑆ 043⑆⑆8737⑆ 02⑆⑆

SPRUCE BASEMENT COMPUTER SCHOOL 1234-56/7890 **212**  
 2347 SPRUCE STREET  
 HOMETOWN, STATE 12345 Date \_\_\_\_\_ 20 \_\_\_\_

Pay to the Order of \_\_\_\_\_ \$

\_\_\_\_\_ Dollars

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY SAMPLE - VOID

Memo \_\_\_\_\_

⑆05⑆0737⑆ 043⑆⑆8737⑆ 02⑆⑆

Mr. McCarty agreed to let you use the basement for the computer school as long as you paid a portion of the electric bill each month.

✍ Today is October 22nd. Write Check 210 to Utility Light and Power Company for the amount of \$18.50.

Today is October 26th, and your school has enrolled its largest class yet. You receive a check in the amount of \$87.00 and \$304.50 in cash.

✍ Record the total amount in your check register; then use the restrictive endorsement to endorse the check (figure D on StudyMaster 5D) and fill out the deposit ticket.

The school is doing so well that you and your partners have decided to split your profits (income minus expenses) into four equal parts.

✍ Today is October 28th. Write Check 211 payable to yourself for \$95.50!

Elated by success, you proudly deposit your first paycheck from the computer school. Imagine that you have already recorded the deposit in your personal check register. You plan to do a little celebrating tonight but do not have any cash.

✍ When you fill out your deposit ticket specify that you want \$25.00 cash back. Remember to sign the ticket on the line beneath the date. Use the blank endorsement to endorse the check (figure E below).

DEPOSIT TICKET

YOUR NAME  
 YOUR ADDRESS  
 HOMETOWN, STATE 12345

Date \_\_\_\_\_

Sign here if cash received from deposit.

**Safe & Secure Financial**  
 INSTITUTION IN YOUR COMMUNITY

⑆05⑆0737⑆ 873⑆⑆9047⑆

	Dollars	Cents
CASH		
CHECKS		
TOTAL FROM OTHER SIDE		
TOTAL		
LESS CASH RECEIVED		
NET DEPOSIT		

1234-56/7890

ENDORSE HERE

\_\_\_\_\_

\_\_\_\_\_

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figure E



Meadow Street Branch  
Hometown, State 12333

Spruce Basement Computer School  
2347 Spruce Street  
Hometown, State 12345

Account Number: 0438737  
Statement Covers: 10-01 to 10-31

**Summary**

Total Deposits	478.50	Beginning Balance	2,000.00
Total Payments/Withdrawals	1,982.89	Ending Balance	495.61

**Minimum Cost/Minimum Activity Checking**

	Date	Description	Amount
Deposits	10-07	Customer Deposit	174.00
	10-17	Customer Deposit	304.50
Payments/Withdrawals	10-15	Account Fee	6.00
	09-28	Check 201	1,298.85
	10-01	Check 202	25.00
	10-04	Check 203	303.15
	10-12	Check 204	62.36
	10-12	Check 205	18.50
	10-12	Check 206	34.77
	10-14	Check 207	32.43
	10-21	Check 209	183.33
	10-26	Check 210	18.50

Good news. Diesel finally repaid the \$20 he owed you. Bad news. You owe Richard Gonet exactly \$20.

✎ Endorse the back of Diesel's check (*figure F* below) making it payable to Richard with a special endorsement.

Today is November 4th, and it is time to reconcile your account statement with the balance in the Spruce Basement Computer School checkbook. Review the statement and identify any outstanding checks or deposits.

Follow the instructions shown in the boxes at right to prove that the current balance in the school's account is consistent with the institution's records.

Before you start, make sure your check register contains all automatic transactions shown on your statement. (Enter the \$6.00 service charge in your register. Calculate the new balance forward.)

*figure F*

ENDORSE HERE

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DO NOT WRITE, STAMP OR SIGN BELOW  
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**List Outstanding Checks**

Check Date/Number	Amount
Total (Enter on Line 5.)	

**Balance Your Checkbook**

1. Review your statement for service charges and other transactions not recorded in your register. Bring your register up to date and enter your new balance here. \$ \_\_\_\_\_

**With the Bank's Records**

2. Enter ending balance from your statement. \$ \_\_\_\_\_
3. Enter amount of any outstanding deposits. \$ \_\_\_\_\_
4. Add line 2 plus line 3 and enter sum. \$ \_\_\_\_\_
5. Enter the dollar amount of total outstanding checks. \$ \_\_\_\_\_
6. Subtract line 5 from line 4. This figure should agree with your new checkbook balance shown on line 1. \$ \_\_\_\_\_