

# TABLE OF CONTENTS

## Information for Teachers:

Introduction .....	2
How to Use the Unit .....	2
Class Organization .....	3
Class List .....	7
Student Record Sheets .....	8

## Student Activity Sheets:

Computation Work Sheets .....	10
Notes on Using Checks and Register .....	25
Design Masters for Checks .....	26
Design Masters for Checkbook Register .....	28
Practice Sheets for Writing & Recording Checks .....	29
Making Checkbooks .....	33

## Activities for Check Writing:

Work Schedule 1 .....	37
Check from Sharkie's 1 .....	38
Worksheet for Writing and Recording Checks .....	39
Birthday Check .....	40
ATM Receipt .....	41
Bill from Hal's Clothes .....	42
Bill for Cable TV .....	43
Van's Grocery Bill .....	44
Work Schedule 2 .....	45
Check from Sharkie's 2 .....	46
Electric and Gas Bills .....	47
Bill from Van's with Coupons .....	48
Bill from Price Barn Warehouse .....	49
Bill from Gas Plus .....	50

## Assessment Activities:

Check Writing Quiz .....	51
Computation Quiz #1 .....	52
Computation Quiz #2 .....	53
Computation Quiz #3 .....	54
Check Final .....	56
Check Writing Homework .....	58

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### *Writing Checks and Recording Transactions*

Write and record the following checks and/or transactions.

- 1. DEPOSIT from work \$212.72.**
- 2. ATM withdrawal of \$40.00.**
- 3. Check number 111 written to Italian Garden for \$34.87 today.**
- 4. Check number 112 written to Toy Central for \$27.80 today.**
- 5. ATM withdrawal of \$40.00.**

### **CALCULATIONS:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_

Name:

Date:

HRT:

Before you get your checkbook, you must calculate your deposit. You have a job at a record store that pays you **minimum wage**, this is an amount of money that you earn for every hour you work. Right now minimum wage is \$5.15 per hour. No **employer** can pay you less than that per hour.

**Here is your work schedule for the past two weeks. You make \$5.15 per hour.**

Day of the week	Hours worked
Monday	5
Tuesday	7
Thursday	6
Saturday	8
Sunday	8
Tuesday	7
Wednesday	8
Thursday	9
Friday	6
Saturday	8
Sunday	7
<b>Total Hours</b>	

1. How much money did you make, or gross, at the record store?

2. You must pay taxes of \$45.67 to the state or province, and \$77.86 to the Federal Government. Subtract these amounts from your total money earned.

3. What is the net amount of your check?

Name :

Date :

### Check Writing Homework

- 1) Below you have 10 transactions to record in your register. 6 of them involve writing a check, and 4 of them are deposits. Remember, deposits are added to your account. Your assignment is to record each transaction correctly and write out the checks properly. When filling in the "memo" section you will need to look at the check and make-up what it was written for. Your beginning balance is **\$890.21**.

**You must attach a scratch paper showing all of your adding and subtraction calculations.**

	<b>Check NO.</b>	<b>Date</b>	<b>Payment/ Deposit</b>	<b>Amount</b>
1.	407	Sept. 10	Hal's Clothing	\$45.21
2.	408	Sept. 11	The Shoe Stop	\$37.90
3.		Sept. 12	Deposit	\$100.00
4.	409	Sept. 13	Van's Market	\$89.99
5.	410	Sept. 14	Sierra Clothes	\$25.00
6.		Sept. 15	Deposit	\$75.00
7.	411	Sept. 15	Toy central	\$67.21
8.	412	Sept. 15	Save Mart	\$56.88
9.		Sept. 20	Deposit	\$250.00
10.		Sept. 21	Deposit	\$45.00