

## Assignment: Financial Management

This lesson will help you to understand how to write a check and maintain a check register. The check register is to make sure that you stay in balance. Under the Common terms are some exercises for you to complete. Print off activities, complete, then either scan them and email to Mrs. Small at [jsmall@twinriversarea.org](mailto:jsmall@twinriversarea.org) or take a picture with your cell phone and text images to me.

\*Remember to complete your Weekly Work Time Sheet for the week. All boxes must be filled out to receive full credit. Once completed scan and email to me or take a picture of it with your cell phone and text it to me.

Common terms:

- **Deposit**- money that you put into your account.
- **Withdraw**- money that you take from your account.
- **Balance**- the amount of money you have in your account.
- **Interest**- sum of money that is paid for the use of another's money.
- **Check register**- a record of your checking account transactions.
- **Endorse**- this means to sign your name to the back of the check in order to cash or deposit the amount written on the front of the check.
- **Reconcile**- means to make your bank statement from the institution and your check register amounts match.
- **Electronic funds transfer or EFT**- is the transfer of money from one bank account to another by means of electronic.
- **Debit or check card**- a card that you can use to withdraw money directly from your checking account. These amounts are deductions just like a check in your register in terms of balancing your account.
- **Direct deposit**- many employers offer this as a payment option instead of a paper check.
- **Online banking**- allows you to manage your funds from a computer with internet access.
- **Credit**- money you can use now and pay back later.
- **Down payment**- an amount of money usually a percentage of the total payment, paid at the time of a purchase.
- **Finance charge**- a fee based on the amount of money you owe and the interest charged on the credit.
- **Annual percentage rate of APR**- the yearly cost of the loan, expressed as a percentage.
- **Credit Bureau**- an agency that collects information on how promptly individuals and businesses pay their bills and repay their loans and debt.



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CHECK AND OTHER ITEMS ARE ACCEPTED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE NATIONAL COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

DEPOSIT TICKET

**IMA STUDENT** 07-02  
123 YOUR STREET 555-6789  
ANYWHERE, USA 12345

DATE \_\_\_\_\_  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
SIGN HERE IF CASH RECEIVED FROM DEPOSIT \_\_\_\_\_

**AMERICA FIRST** CREDIT UNION  
P.O. Box 9199  
Ogden, UT 84409  
www.americafirst.com


CASH	97-7751/3243	1	
TOTAL ITEMS	SUBTOTAL		
NET DEPOSIT	\$		

⑆324377516⑆74600000000 0⑈0011

**IMA STUDENT** 07-02 622  
123 YOUR STREET 555-6789  
ANYWHERE, USA 12345

DATE \_\_\_\_\_ 97-7751/3243  
1

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS  Security Features also include Details on back.

**AMERICA FIRST** CREDIT UNION P.O. Box 9199  
Ogden, UT 84409 www.americafirst.com

**SAMPLE - VOID**

FOR \_\_\_\_\_ MP

⑆324377516⑆74600000000 0⑈0622





CHECKS AND OTHER ITEMS ARE SUBJECT TO THE PROVISIONS OF THE NATIONAL COMMERCE CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

DEPOSIT TICKET

**IMA STUDENT** 07-02  
 123 YOUR STREET 555-6789  
 ANYWHERE, USA 12345

DATE \_\_\_\_\_  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

**AMERICA FIRST** CREDIT UNION  
 P.O. Box 9199  
 Ogden, UT 84409  
 www.americafirst.com

CASH ▶  
 97-7751/3243  
 1

OR TOTAL FROM OTHER SIZE

TOTAL ITEMS SUBTOTAL ▶  
 LESS CASH ▶

NET DEPOSIT \$


⑆324377516⑆7460000000 01⑈ 0011

622

**IMA STUDENT** 07-02  
 123 YOUR STREET 555-6789  
 ANYWHERE, USA 12345

DATE \_\_\_\_\_ 97-7751/3243  
 1

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

DOLLARS

**AMERICA FIRST** CREDIT UNION  
 P.O. Box 9199  
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**SAMPLE - VOID**

FOR \_\_\_\_\_ MP

⑆324377516⑆7460000000 01⑈ 0622

### LIST OF TRANSACTIONS

Use this list of transactions below to fill out the check register and balance your checkbook. The balance is already on the top of your check register.

Check Number	Date	Description	Amount
101	12-13-02	Pizza Hut	\$19.67
102	12-13-02	The Gap	\$42.35
103	12-14-02	Smiths	\$23.80
104	12-15-02	Maverick	\$25.25
105	12-16-02	U.S. West	\$35.34
	12-16-02	Deposit	\$300.00
106	12-17-02	Olive Garden	\$45.87
107	12-18-02	Textures	\$33.00
	12-18-02	Deposit	\$54.00
108	12-19-02	Wal-Mart	\$43.67
109	12-20-02	All State	\$90.00
110	12-21-02	Some Dude's Playground	\$15.35
	12-22-02	Deposit	\$100.00
111	12-23-02	Target	\$12.34

