Open a New Google Sheet in your shared folder and name it Check Register

Create the template for a Check Register and label the headings. Enter each of the following transactions and keep a running balance.

Computer Program

Directions: Make the following banking transactions in the computer program. When the last deposit and check has been recorded, reconcile the month.

1. May 1 - Deposit: You open your checking account with: Check # 4952 for $153.00 and 53.12 cash.

2. May 2 - Check #101 to the Gas Company for $48.22 for your gas bill, your account number is 123456789.

3. May 2 - Check #102 to Quick Foods for groceries in the amount of $28.29.

4.May 3 - Check #103 to Joe's Gas Station for $32.00 for gas and oil.

5. May 5 - Deposit your paycheck in the amount of $783.45.

6. May 8 - Check #104 to All Phones, Inc. in the amount of $63.28, your account number is 62758345.

7. May 10 - Check #105 to Safe Credit Union for your car payment in the amount of $325.62, your account number is 548362725.

8. May 13 - You go to the ATM machine and withdraw $40.00 from your checking account.

9. May 14 - Check #106 to Media Blitz for your friend's birthday present in the amount of $26.87.

10. May 17 - Check #107 to Timbuktu County Water for $63.49, your account number is 3694253891.

11. May 18 - Check #108 to Any size Shoe Store for new shoes in the amount of $73.46.

12. May 19 - You pay your car insurance online. The company name is Allsafe Insurance for $156.24.

13. May 19 - Check # 109 to Quick Cuts for a haircut for $9.00.

14. May 19 - Deposit: Check #2699 for $280.00 and check #389 for $158.00, you request $30.00 back in cash.

15. May 20 - Check #110 to Super Fresh Grocer in the amount of $46.28 for groceries.

16. May 20 - Use your Debit card at Mega-Videos for two movies and popcorn in the amount of $12.15.

17. May 21 - Check #111 to Cable TV for your cable bill in the amount of $42.67, your account

#46954612.

18. May 21 - Check # 112 to Trusty Bank for your credit card bill of $50.00, account number CO5867369.

19. May 26 - Check #113 to Jim's Pizza in the amount of $15.67.

20. May 28 - Check # 114 to Reader's Book Store for two books in the amount of $24.95.

Bank Statement

Previous Balance: $0

Ending Balance: $461.94

Deposits:

5/1 $206.12 5/5 $783.45 5/19 $398.00

Charges: 5/19 $156.24 5/13 $40.00 (ATM) 5/29 $10.00 (monthly fee)

Checks:

101 $48.22	102 $28.29	104 $63.28	105 $325.62	106 $26.87	107 $63.49
109 $9.00	110 $46.28	111 $42.67	112 $50.00	113 $15.67	