

CHECK AND CHECKBOOK REGISTER (SAMPLE)

Number	Date	Description of Transaction	Payments (-)	☒	Fee (-)	Deposit/Credit (+)	Balance
	7/1/03	Balance forward					1500 00
1096	9/1/03	Bay Council	30 00	☒			1470 00
		(membership envelopes)					
DEP	9/21/03	Membership		☒		300 00	1770 00
		(30 @ \$10)					
1097	9/24/03	Bay Council	120 00	☒			1650 00
		(30 members)					
1098	10/02/03	VOID	0 00	☒			1650 00
DEP	10/02/03	Membership		☒		1000 00	2650 00
		(100 @ \$10)					
1099	10/05/03	Bay Council	400 00	☒			2250 00
		(100 members)					
DEP	10/28/03	Fall Festival		☒		2700 00	4950 00
2000	11/5/03	a-b-c novelties	210 00	☒			4740 00
		(festival)					
	11/07/03	Returned check		☒		(30 00)	4710 00
		(R. Brown #3100 - festival)					
	11/07/03	Bank fee		☒	10.00		4700 00
		(for returned check)					

Sample reconciled checkbook register

My PTSA		1010
6200 Oak Court		Date <u>January 1, 2007</u>
Pleasant Oaks, CA 99000-1100		
PAY TO THE ORDER OF <u>Meat Market</u>		\$ 39.40
<u>Thirty-nine and 40/100</u> -----		DOLLARS
VOID AFTER 30 DAYS		
FOR <u>meat - spght. dinner</u>		<u>Jane Courtly</u> <u>John Price</u> TWO SIGNATURES REQUIRED
"503796" "456782345" 6897567"1010"		

Sample check