

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 (membership envelopes)	30.00	⌚			1470.00
DEP	9/21/03	Membership (30 @ \$10)		⌚		300.00	1770.00
1097	9/24/03	Bay Council (30 members)	120.00	⌚			1650.00
1098	10/02/03	VOID	0.00	⌚			1650.00
DEP	10/02/03	Membership (100 @ \$10)		⌚		1000.00	2650.00
1099	10/05/03	Bay Council (100 members)	400.00	⌚			2250.00
DEP	10/28/03	Fall Festival		⌚		2700.00	4950.00
2000	11/5/03	a-b-c novelties (festival)	210.00	⌚			4740.00
	11/07/03	Returned check (R. Brown #3100 - festival)		⌚	(30.00)		4710.00
	11/07/03	Bank fee (for returned check)		⌚	10.00		4700.00

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>	\$ <u>39.40</u>
<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