

Skills Practice 6: Writing Cheques

- There are many ways to pay for things, including writing a cheque. A cheque allows you to use money in a personal account.

The image shows a completed cheque form with the following details:

- Name and address:** I. M. Wealthy, 123 My Street, Somewhere, ON
- Name of recipient:** The Cool Store
- Cheque number:** 175
- Date:** 17 12 2006 (DD MM YYYY)
- Numeric amount:** \$ 23.45
- Dollar amount, in words:** Twenty-three 45/100 Dollars
- Signature of issuer:** I.M. Wealthy
- Bank information:** MATH Bank, 3.14 159 2653 5897

1. a) Who is the recipient of the completed cheque?

.....

b) Who is the issuer of the completed cheque?

.....

c) What amount is the cheque for?

.....

2. Why is the amount on a cheque written in numbers and in words?

.....

3. Why might the issuer draw a line after the amount written in words?

.....

4.2 Keeping Your Own Records

Focus: writing numbers and dates

Warm Up

1. Circle the correct spelling.

a) fourty forety forty

b) ninety ninty nintey

2. List the number of days in each of these months:

Jan _____ July _____

Feb _____ Aug _____

Mar _____ Sept _____

April _____ Oct _____

May _____ Nov _____

June _____ Dec _____

3. Write in words.

a) 25 _____

b) 47 _____

c) 93 _____

d) 61 _____

e) 114 _____

4. Nick's bank charges him \$5.95 for up to 10 transactions per month plus 75¢ for every additional transaction. Determine the total fee for the following number of transactions.

a) 12 _____ b) 8 _____

c) 17 _____ d) 20 _____

5. Write these dates in DD/MM/YYYY form.

a) Jan. 22, 2009 _____

b) Aug. 6, 2008 _____

c) Nov. 18, 2010 _____

6. Write the words represented by these abbreviations.

a) int _____

b) chq _____

c) bal _____

Date _____

Keeping Track of Your Money

- Cheques are ways to use money in a personal account.
- A cheque that has been written and cannot be cashed until a future date is called a **post-dated cheque**. When someone rents an apartment, they might give the landlord 12 post-dated cheques in advance, 1 for each month of the year the apartment will be rented.

Go to pages 103–106 to write a definition for **post-dated cheque** in your own words.

1. Complete the following cheque for \$125.00 for a birthday gift to a family member.

_____		189

Pay to the		D D M M Y Y Y Y
Order of _____	\$	<input type="text"/>
_____		/100 Dollars
MATH Bank		
3.14 159 2653 5897		

Go to Skills Practice 6 to review how to write a cheque.

2. a) What is 1 advantage of writing post-dated cheques?

- b) What is 1 disadvantage of writing post-dated cheques?

- c) Give an example of when you might write a post-dated cheque.

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Date _____

- Write a cheque for \$25 to your school to pay for an upcoming class trip. Post-date the cheque for the first day of next month.

	189
	D D M M Y Y Y Y
Pay to the Order of _____	\$ <input style="width: 100px; height: 20px;" type="text"/>
	/100 Dollars
<i>MATH</i> Bank	
3.14 159 2653 5897	

Go to pages 103–106 to write a definition for **transaction register** in your own words.

- Financial institutions will provide **transaction registers**, which are forms for customers to maintain their own financial records. Here is Emma’s transaction register for the first week of June.

Cheque Number	Date	Description	Payment or Withdrawal (-)	√	Deposit or Interest (+)	Balance
						1414.80
207	2/6	Daycare	135.00			
	3/6	Groceries	136.18			
	3/6	Gas	60.00			
208	6/6	Kristin	45.00			
	7/6	Cash	100.00			
	15/6	Paycheque			768.42	

Note that Emma will fill in the √ column when she reviews her account balance and verifies that cheques were accepted.

Date

a) What does 2/6 mean?

.....

b) On what date did Emma buy groceries?

.....

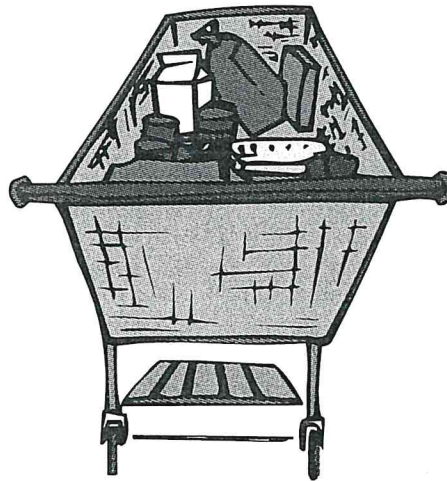
c) Complete the Balance column to find Emma's balance at the end of the day on June 15.

d) The receipt that Emma received from an ATM on June 8 indicates that her balance is \$1073.62. Calculate the difference between this amount and the amount from Emma's records.

e) What can Emma conclude about the 2 cheques that she wrote this month?

.....

f) Place a \checkmark in the column beside the cheque that was cashed.

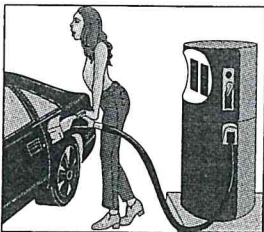


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5. Krystyne has a combined savings/chequing account. She usually writes no more than 1 or 2 cheques per month. She keeps her own records with a transaction register from her bank.

a) Complete Krystyne's transaction register for the first half of September, given the following events. Check off each item as you record it.

- The account balance on September 1 is \$1097.58.
- Her landlord cashes a post-dated cheque for \$725.00 for September's rent on September 1.
- Krystyne uses an ATM from her financial institution and withdraws \$80.00 cash from her account on September 4.
- On September 9, Krystyne's pay of \$1213.90 is direct deposited by her employer.
- On September 10, she writes cheque #43 to her mother to repay the \$100.00 that she borrowed when they went shopping last week.
- On September 11, Krystyne uses her debit card to pay \$103.17 for groceries.
- Krystyne uses an ATM to withdraw \$60.00 cash from her account on September 13. A \$1.50 service charge applies.
- She fills up her car's tank on the 14th using her debit card. This costs \$65.00.
- Her car insurance payment of \$123.37 is automatically withdrawn on the 15th.



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4**

Cheque Number	Date	Description	Payment or Withdrawal (-)	✓	Deposit or Interest (+)	Balance

Date

b) When Krystyne withdrew the cash on September 13, the ATM receipt indicated a balance of \$596.81. Explain the difference between the bank machine's balance and the balance from the records above.

c) Place a \checkmark on the transaction record beside the cheque that has been cashed.

d) How much cash has Krystyne withdrawn so far this month?

e) Krystyne is paid bi-weekly. On what dates will she receive her next 2 paycheques?

f) Give your opinion about Krystyne's financial situation.

6. Create a transaction register on a spreadsheet or a separate piece of paper to manage your own financial transactions.

✓ Check Your Understanding

1. A friend tells you that he doesn't need to keep records because he doesn't write cheques. Do you agree or disagree? Explain.