

# Recording Your Checks

The amount of money in your checking account is called the balance. Each time you write a check, you must record it in your check register and subtract the amount of the check to get your new balance.

Mary Jones wrote the check below. Look at the check, and then look at how Mary recorded this check in her check register to get her new balance.

Check:

<p><b>MARY JONES</b> 306 S. Glover Ph. 545-2678 Phoenix, AZ 85000</p>	<p>12-1 921</p>	<p>104</p> <p style="font-size: 1.5em; font-family: cursive;">July 7, 2015</p>
<p>Pay to the order of <u>Lil's Beauty Shop</u> \$ <u>36.00</u></p> <p><u>Thirty-six and 00/100</u> _____ Dollars</p>		
<p> <b>Double Diamond Bank</b> 4444 E. Clinton Street Anytown, AZ 85000</p>		
<p>For <u>haircut</u> _____ <u>Mary Jones</u></p>		

Check Register:

①	Check Number	② Date	③ Check Paid To	④ Check/Deposit Amount	⑤ Balance
	104	7/7/15	Lil's Beauty Salon	36.00	196.00
					-36.00
					160.00

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|--|---|
| <ol style="list-style-type: none"> <li>1. Check number</li> <li>2. Date check was written</li> <li>3. To whom the check was written</li> <li>4. Amount of the check</li> </ol> | <ol style="list-style-type: none"> <li>5. Balance before check was written</li> <li>6. Amount of check written (subtract from balance)</li> <li>7. New balance (amount left in checking account after check was written)</li> </ol> |
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