

Knowing Money

Bank Statement

The date the statement is sent out

Your account number

Branch Sort Code



BANK ACCOUNT

Account Number: 78910
Sort Code: 12-34-56

Your name → Miss L Smith
Your address → Anywhere Town, UK

Date: 01.09.08
Statement number → Statement 6
Shows how many pages → Page 1 of 1

DD shows a Direct Debit payment

CH shows a cheque payment (and the cheque number)

SO shows a standing order payment

CR shows credit money coming into the account

TRANSACTION DETAILS

Date	Description	Debits	Credits	Balance
Balance brought forward				85 60
6 May	DD Gas & Co	16 50		69 10
8 May	CH007 Music Shop	4 00		65 10
11 May	SO TV License	21 10		44 00
14 May	CR Mrs Smith		50 00	94 00
				94 00

Balance brought forward

Balance at the end of the time period

Important

The small print at the bottom - always read it

This column shows the date when the transaction took place

This column describes the transaction

This column shows how much was paid out

This column shows how much was paid in

This column shows the amount left after each transaction

N.B. When money goes in or out of your account it's called a 'transaction'

Knowing Money

Cheque Slip

Description of the type of account you have

You write the name of the person you want to pay here

The Bank's name and address

Write the amount you are paying here - IN CLEAR NUMBERS

Write the date in here

BANK ACCOUNT
Current Account

Bank Account, Nation House,
1-2 Wide Road, Nationwideshire, NW12 34S

DATE 1st Sept 08

PAY British Heart Foundation

One Hundred and Thirty
Pounds only

£ 130.00

MISS L SMITH
Lynda Smith

Cheque No. **123456** Branch Sort Code **12-34-56** Account No. **78910** Transaction Code **01**

Cheque number

The Bank Sort Code (so the bank can tell which branch it is)

Account number

Transaction code

Your signature here

You write out the amount you are paying - BUT IN WORDS

Name of the account holder

The cheque stub keeps your record

DATE 1st Sept 08

PAY British Heart Foundation

£ 130.00

Cheque No. 123456

