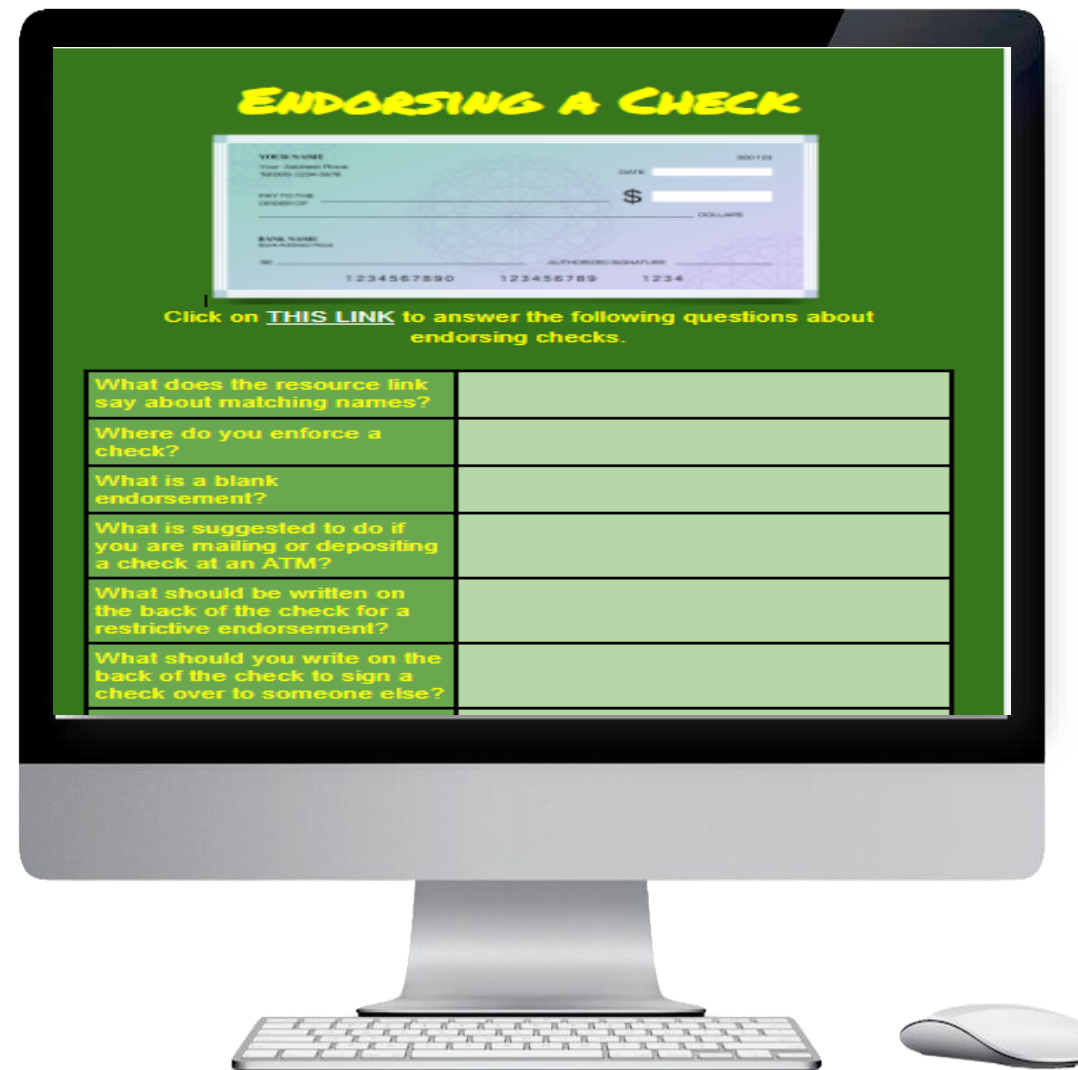


# CASH CONTROL & BANKING BASICS

## 6 DIGITAL ACTIVITIES BUNDLE

### GREAT REINFORCEMENT ACTIVITIES!

- \$ Endorsing/Writing Checks
- \$ Cash Payment Apps
- \$ Petty Cash
- \$ Banks vs Credit Unions
- \$ Outstanding Checks
- \$ Bank Charges



**NO PREP**

BUSINESS EDUCATION WITH *Denise Leigh*

# CASH CONTROL + BANKING BASICS LESSON LIBRARY

The grid contains six thumbnails, each representing a digital activity:

- Banks Vs Credit Unions:** A thumbnail with a green background and white text, featuring a table for comparison.
- Bank Charges:** A thumbnail with a dark background and a table listing various bank charges.
- Cash Payment Apps:** A thumbnail with a green background, showing logos for Venmo, Zelle, and Google Pay.
- Outstanding Checks:** A thumbnail with a green background, showing a table for tracking outstanding checks.
- Petty Cash:** A thumbnail with a green background, showing a table for recording petty cash transactions.
- Endorsing a Check:** A thumbnail with a green background, showing a check and a table for recording check endorsements.



**A LESSON LIBRARY  
TO KEEP YOU  
ORGANIZED**

**6 Digital Activities for  
Accounting Students!**

**Banks vs Credit Unions**

**Bank Charges**

**Cash Payment Apps**

**Outstanding Checks**

**Petty Cash**

**Endorsing Checks**

**GREAT Reinforcement Activities  
for one of the most important  
units in Accounting class!!!**

## ENDORISING A CHECK



Click on [THIS LINK](#) to answer the following questions about endorsing checks.

What does the resource link say about matching names?	
Where do you endorse a check?	
What is a blank endorsement?	
What is suggested to do if you are mailing or depositing a check at an ATM?	
What should be written on the back of the check for a restrictive endorsement?	
What should you write on the back of the check to sign a check over to someone else?	
Can you cash a check with no endorsement? Explain.	

## ENDORISING A CHECK

### WHO SIGNS TO ENDORSE?

Checks payable to multiple people....	
Checks to a business...	
FBO (for the benefit of) Checks...	

### IN YOUR OWN WORDS, WHY DO YOU NEED TO ENDORSE A CHECK?

--

### WHEN IS THE BEST TIME TO ENDORSE A CHECK?

--

Students learn about endorsing checks.



## PETTY CASH

### WHAT ARE SOME TIPS IN SETTING UP A PETTY CASH FUND?


## PETTY CASH



Click on [THIS LINK](#) to answer the following questions about petty cash.

What is petty cash?	
Why is petty cash important?	
When is it most appropriate to use petty cash?	
What is the difference between petty cash and cash on hand?	

### WHAT ARE THE 7 STEPS IN SETTING UP YOUR PETTY CASH FUND?

1	
2	
3	
4	
5	
6	
7	

Great digital activity on petty cash.



**TEACHER'S KEYS INCLUDED!**

# \$\$\$Outstanding Checks\$\$\$



Use [THIS LINK](#) to answer the following questions.

1. What is an outstanding check?	
2. When is an outstanding check a liability?	
3. What problems could be caused if a check is outstanding?	
4. How can one avoid outstanding checks?	

## Outstanding Business Checks

List 3 ways that the business books will be affected by an outstanding business check...

- 
- 
- 

## Search and Discover! Outstanding Deposit

Search "outstanding deposit" on the web. Record your findings below...

**Outstanding Checks**

**Banks vs Credit Unions**



**TEACHER'S KEYS INCLUDED!**

# \$\$\$ BANK VS CREDIT UNIONS \$\$\$



Click on [THIS LINK](#) to find the pros and cons of banking at a bank vs a credit union.

Look over this online resource link and answer the questions below...

List TWO benefits to banking at each type of financial institution...

BANK		
CREDIT UNION		

Search the web for the "largest banks in the US". List the top 3 according to your findings below...

- 
- 
- 

Search the web for credit unions in your county or community. List 2 below...

- 
- 

According to the resource link above, what is the main difference between the banks and credit unions...

# \$\$\$BANK CHARGES\$\$\$



Bank charges are a reality for consumers and businesses when banking. [CLICK HERE](#) to access an INVESTOPEDIA article outlining several common bank charges. Use that link to answer the following prompts.

Why do banks charge fees?

BANK CHARGE	In your own words, describe this fee.	What can one do to avoid paying this fee?
Monthly Account Maintenance fees		
Minimum Balance fees		
Overdraft/NSF fees		
Overdraft Protection fees		
Returned Deposit fees		
Additional Checks fees		
Cashier's Check fees		
Paper Statement fees		
ATM fees		
Debit Card Transactions fees		
Lost Card fees		
Foreign Transactions fees		
Wire Transfer fees		
Savings Withdrawal fees		
Inactivity fees		
Account Closing fees		
Negative Interest		

Review the "How to Limit Bank Fees" section of the article. List 3 ways that you can limit bank fees as you start your banking experience as a young adult...

- 
- 
- 





Business Ed.com April 2020

**Bank Charges**

# \$\$CASH PAYMENT APPS\$\$



Sending cash to a friend is easier than ever with cash apps!  
 Use **THIS RESOURCE LINK** to discover this popular way to pay.  
 There are 6 cash apps listed in this link.  
 List 3 bits of information about each of the apps below...

# Cash Payment Apps

## \$\$\$Discover More\$\$\$

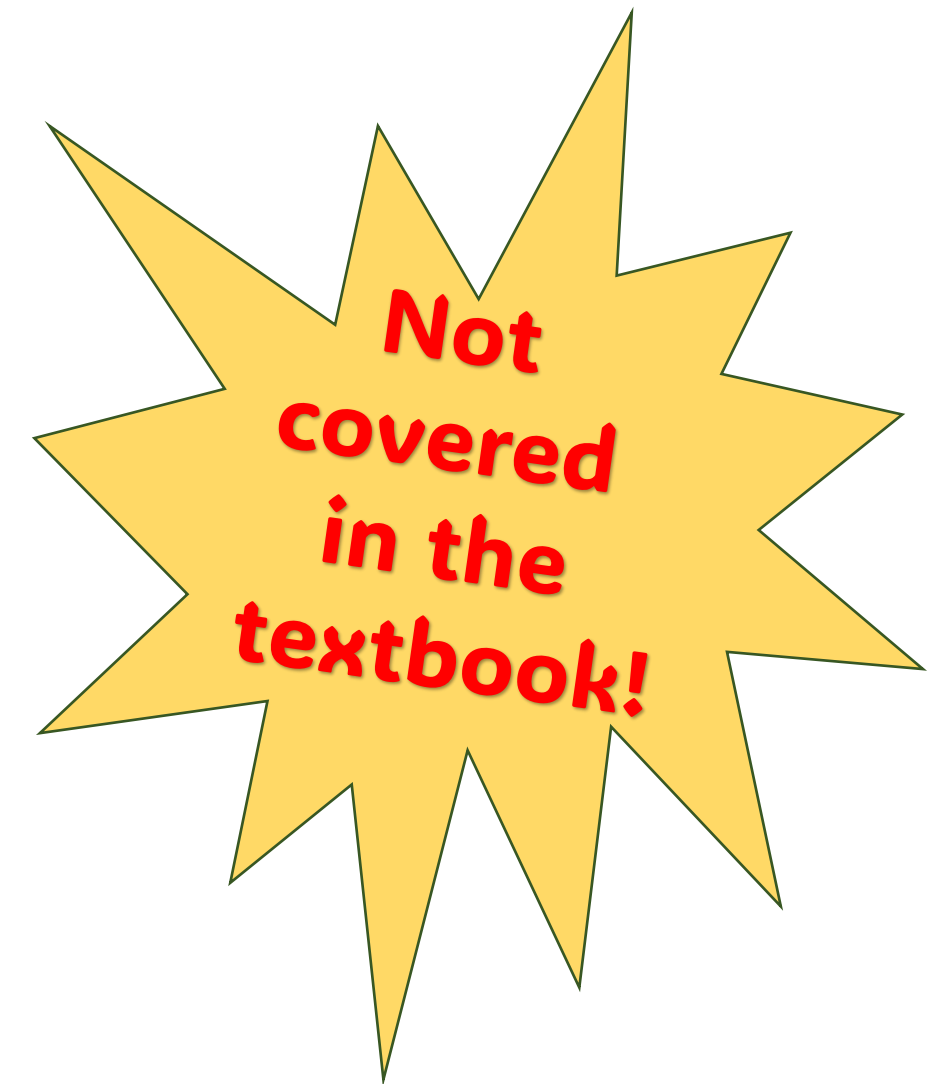
According to the same resource link, what is a payment app and when might one use one?	
In your own words, how does a payment app work?	
How much does a payment app cost?	

## \$\$\$Search the Web\$\$\$

Are payment apps safe? Search the web to discover how safe they are. How are you protected as a consumer? Are there any safeguards in place to protect you? List your findings below...

## \$\$\$Think and Analyze\$\$\$

One can get themselves in trouble with payment apps. If a payment app is used and the cash is not deducted from their bank account balance, an overdraft can occur. What are some solutions that you can think of, to alleviate this problem?



# Teacher Testimonials



This was a **great supplement** my cash control chapter for accounting!



This is a **very thorough** and **engaging** lesson for students that was **easy to use** in my Business class.



This resource helped supplement my cash control chapter in Accounting **beautifully!** Lots of **great information** to share with students besides the checking account basics.



**Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam! Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!**

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

