

FINANCIAL FITNESS

Financial Fitness , an *individual event*, recognizes participants for their ability to use their mathematical skills to issue checks, complete deposit slips, record other charges, and keep a balanced register.

ELIGIBILITY

1. A chapter may submit two entries in this event.
2. A participant must be an affiliated FCCLA or other career and technology student organization member and be enrolled in an Occupationally Specific program in which financial management is a part of the curriculum.

CRITERIA FOR EVALUATION

Participant will be evaluated on:

- Penmanship
- Legibility
- Style/form
- Accuracy of checking account
- Speed performance

PROCEDURES AND TIME REQUIREMENTS

1. Participants must attend the event orientation session where they will:
 - Receive a nametag and participant ribbon.
 - Be given an overview of the event and the participant's responsibilities.
 - Review time schedule.
2. The Financial Fitness event will consist of issuing checks, filling out deposit slips, record other charges, and keeping a balanced register.
3. Forty-five minutes will be allowed to complete this event. All participants will stop at the end of the 45-minute period, even if they are not finished with the packet.
4. Unfinished items will be deducted from the total score. All participants must turn in all completed work.

5. In case of a tie, the participant finishing with the most correct answers in the shortest time will be the winner.
6. Checks, deposit slips, check registers, and non-erasable ink pens will be provided.
7. Calculators are allowed but must be furnished by the participant.
8. Correction fluid or "White-Out" is **Not** allowed.
9. Each participant must work independently without assistance from evaluators, teachers, fellow students, or other participants.
10. As soon as the participant has completed the assignment and is fully satisfied with the project and workmanship, the participant should turn in the financial fitness packet and have the completion time recorded. This will determine elapsed time and speed.

11. Participants will be rated on the basis of total scores. Total scores have a possibility of 100 points and are derived from four categories:

Check Writing	50 Pts.
Deposit Slips	15 Pts.
Check Register	25 Pts.
Handwriting Skills	10 Pts.

12. A total of 10 checks will be written. Each check will be evaluated in the following seven areas:

Check number
Date
Issued to
Amount written in numbers
Amount written in words and numbers
Memo
Signature

A total of three deposit slips will be written. Each deposit slip will be evaluated in the following areas:

- Date
- Printed name
- Complete address (City, state, zip)
- Types of money (Currency, coins, check)
- Total of deposit
- Check Register

The checking account balance will be kept in a register. All checks written withdrawal transactions, and deposits made must be correctly recorded in the register along with keeping a running balance. A predetermined beginning balance must first be recorded. Thereafter, a total of 10 checks, ATM transaction and 3 deposits will be recorded.

Participants will be evaluated on overall handwriting skills demonstrated throughout the entire event.

HANDWRITING SKILLS will be evaluated in the following three areas:

- Penmanship
- Legibility
- Style/Form

PROCEDURES FOR FILLING IN PARTS OF A CHECK

- 1. Check Number**

The checks you receive from your bank will be printed with the numbers already on them. For the purpose of the contest, you must write the check number in this space.
- 2. Month, Day and Year**

Fill in the date you are writing the check. It is acceptable to write the date three different ways.

Examples: 1. August 27, 20____
2. Aug. 27, 20____
3. 8-27-____
- 3. Name, Address, and Phone Number**

The checks you receive from your bank will be printed with this information already on them. For purpose of the contest, a fictional name and address will be printed on each check.
- 4. Pay to the Order of**

Write the name of the person or business to whom you are paying money to. Paying money by check is called “issuing” or “issued to.”
- 5. Amount of Check in Numbers**

This space is for you to write the amount of money being issued. It must be written in numbers only. The dollar sign (\$) will already be printed on each check. When writing checks, begin the number as close to the \$ sign as possible. This prevents dishonest people from inserting numbers and cheating you out of more money than they should be getting. It is acceptable to write the amount in the following ways.

Examples: \$26.42 \$26⁴² \$26 42/100
- 6. Amount of Check Written Out in Words and Numbers**

The amount of the check is also written out using words and numbers. This is done to protect your account from dishonest people. The amounts written in (5) and (6) must be exactly the same. If not, your check will not be accepted by a bank.

When filling in the amount in words and numbers, dollar amounts are expressed in words and the cents are expressed in numbers. Start your writing at the very beginning of the line so that additional words cannot be added. Refer to page 39 to see the correct spellings for numbers. Notice that beginning with 21, there is a hyphen between “twenty” and “one” (twenty-one). This should be included in all numbers between twenty-one and ninety-nine.

Separate the dollars from the cents by using the word “and.” “And” is actually taking the place of the decimal point. Cents are written next and are in number form expressed as a fractional part of 100 (100 cents in a dollar). The checks you receive from your bank will already have the word “Dollars” printed at the end of the line. If you have empty space between the cents and the word “Dollars,” fill in the space with a wavy line.

PROCEDURES FOR FILLING IN PARTS OF A CHECK (Con't)

Acceptable forms:

Twenty-six and $\frac{42}{100}$ _____ Dollars

Twenty-six and $\frac{42}{100}$ _____ Dollars

Twenty-six and $\frac{42}{00}$ _____ Dollars

Twenty-six and $\frac{42}{00}$ _____ Dollars

7. Memo or For

This line is for you to make a note to yourself of what the check was for. Your bank doesn't require you to fill it in, but it is a good habit for you to get into. For the purpose of the contest, you should complete this space.

8. Signature Line

You must sign your name to the check. When you open an account at a bank, they will have you fill out a signature card. The signature you put on the card must be the same as the ones you put on your checks.

Signatures are written or in cursive. It is easier for a dishonest person to copy printing than cursive; so it is for your protection that you always sign your name in cursive. Don't worry if your signature looks sloppy or is hard to read. As long as it matches the signature card's signature, your bank will honor your check.

You must decide how you want to sign your name. It can be whatever form you choose. Generally, you should include your first and last name. Middle names or initials are also acceptable. Once you have decided on the form, it will be known as your "legal signature."

For example, John Paul Smith may choose one of the following forms as his legal signature. He must use the one he picks consistently.

<p><i>John Paul Smith</i></p> <p><i>John P. Smith</i></p> <p><i>John Smith</i></p> <p><i>J. P. Smith</i></p>	<p><i>John Paul Smith</i></p> <p><i>John P. Smith</i></p> <p><i>John Smith</i></p> <p><i>J.P. Smith</i></p>
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9. Name of the Bank

The name of your bank will be printed on the checks received from your bank.

PROCEDURES FOR FILLING IN PARTS OF A CHECK (Con't)

WRITING DOLLARS AND CENTS

In order to correctly complete a check, you must be able to write the amount of the check in words. For example:

Amount of check: **\$125.36.**

Dollar amount would be written as: *One hundred twenty-five.*

Cents amount would be written as: **36/100**

The amount of the check would then be written as follows:

One hundred twenty-five and 36/100 _____ Dollars

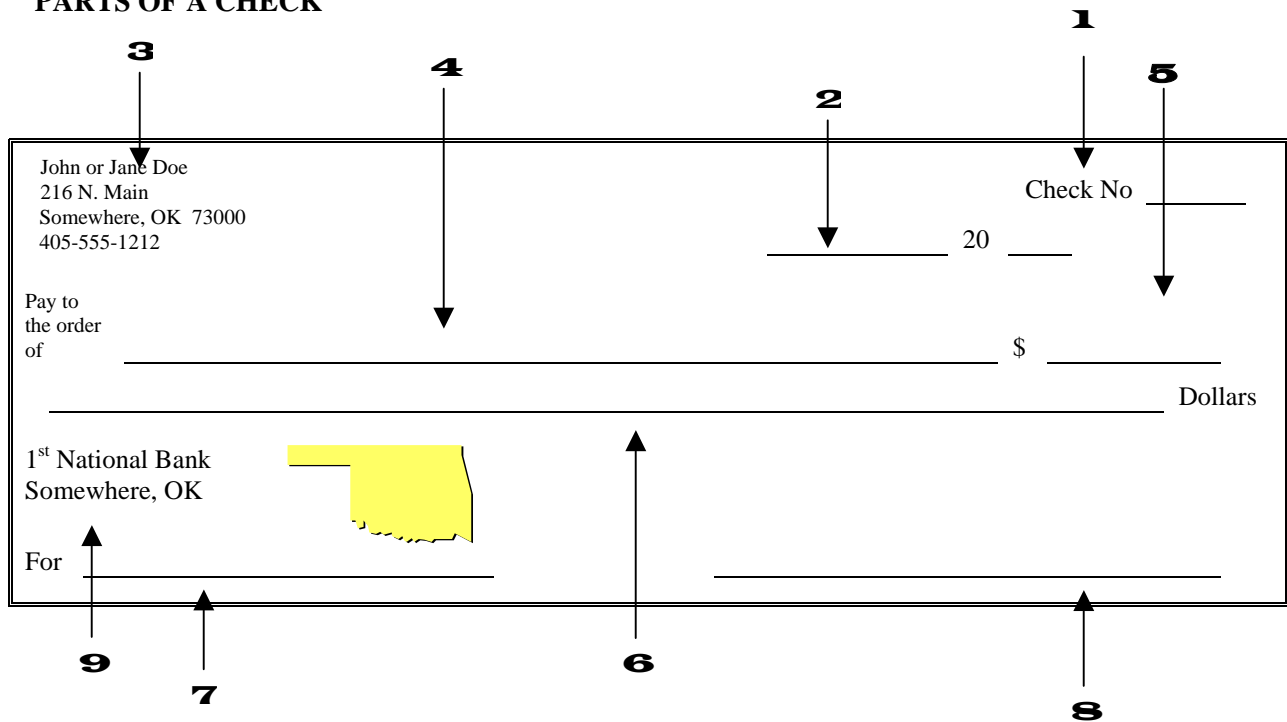
If there are no cents in the amount of the check, it is written as follows:

00/100 or no/100. (A wavy line is inserted between the cents and the word "Dollars.")

Read the different dollars and cents amounts below. On the line, write out these amounts as they should appear on the second line of a check.

- 1) \$ 34.00 _____ Dollars
- 2) \$ 96.00 _____ Dollars
- 3) \$115.00 _____ Dollars
- 4) \$ 48.36 _____ Dollars
- 5) \$ 27.18 _____ Dollars
- 6) \$ 83.00 _____ Dollars
- 7) \$ 12.50 _____ Dollars
- 8) \$ 8.00 _____ Dollars
- 9) \$126.54 _____ Dollars
- 10) \$210.00 _____ Dollars

PARTS OF A CHECK



1. Check number.
2. Month, day, and year on which the check was written.
3. Name, address, and phone number of the person writing the check.
4. Name of the person or place to whom the check is being written.
5. Amount of the check, in numbers.
6. Amount of the check, written out in words and numbers.
7. What the check was written for.
8. Signature of the person writing the check.
9. Name of the bank.

PROCEDURES FOR FILLING IN A DEPOSIT SLIP

Before writing a check, you must first be sure you have money in your checking account. You put money into your checking account by making a deposit at your bank. To put money in your checking account, you must fill out a deposit slip.

1. **Name, Address, and Phone Number**

The checks you order from your bank will come with deposit slips in the back. This information will be printed on your deposit slips. For the purpose of the contest, a fictional name, address, and phone number will be printed on each deposit slip.
2. **Date**

Fill in the date you are making the deposit. It is acceptable to write the date three different ways.

Examples: 1. August 27, 20__
2. Aug. 27, 20__
3. 8-27-__
3. **Signature**

Sign your name here only if you are taking cash out of the deposit you are making.
4. **Name of Bank**

The name of your bank will be printed on the deposit slips you receive with your checks.
5. **Cash (Currency)**

Currency means paper money or bills, such as \$1, \$5, \$10, \$20, \$50, \$100. Write the total amount of the paper money you are depositing.
6. **Cash (Coin)**

Coins mean the money made from metal (pennies, nickels, dimes, quarters, half-dollars, and silver dollars.) Add up the amount of coins you are depositing and write the total.
7. **List checks singly**

If you are depositing checks you received as payment from someone else, list each check. Most deposit slips have room on the front to list only two or three checks. If you are depositing more than that, use the back of your deposit slip to list each check singly.
8. **Total from other side**

If you have listed checks on the back, add them together and write the total. You must then write the total from the back in this space on the front of the deposit slip.
9. **Total**

Add together everything you are depositing in each of the categories (5, 6, 7, 8) and write the combined total here.
10. **Less cash received**

When depositing checks, you may decide to take out some cash from them. Use this space to write in the cash you want. When taking cash from your deposit, the bank will require you to sign for it (See 3). You must subtract the cash you receive from the combined total on line 9.
11. **Net Deposit**

After you have subtracted any cash received, write the amount you are actually depositing in this space. If you have not taken any cash out of the deposit, the total (9) and Net Deposit (11) should be the same.

PARTS OF A DEPOSIT SLIP

Front of Deposit Slip

DEPOSIT TICKET

JOHN OR JANE DOE
216 N. MAIN
SOMEWHERE, OK 73000
405-555-1212

DATE _____ 20 _____

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR LESS CASH RECEIVED (IF REQUIRED)

1st National Bank

		CURRENCY		
CASH		COIN		
LIST CHECKS SINGLY				
TOTAL FROM OTHER SIDE				
TOTAL				
LESS CASH RECEIVED				
NET DEPOSIT				

Back of Deposit Slip

CHECKS LIST SINGLY	DOLLARS	CENTS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
TOTAL		

ENTER TOTAL ON THE FRONT OF THIS TICKET

RECORDING YOUR CHECKS (Con't)

John Doe wrote the check below. He also deposited money in his checking account and had an ATM withdrawal. Look at the check, the deposit slip, and the withdrawal to see how he recorded them in his checkbook register to get his new balance.

John or Jane Doe 216 N. Main Somewhere, OK 73000 405-555-1212	Check No. <u>2174</u> <u>January 7</u> 20 <u>05</u>
Pay to the order of <u>Doris Automotive Center</u> \$ <u>36.52</u> <u>Thirty-six and 52/100</u> Dollars	
1 st National Bank Somewhere, OK	For <u>New tire</u> <u>John Doe</u>

DEPOSIT TICKET																																	
JOHN OR JANE DOE 216 N. MAIN SOMEWHERE, OK 73000 405-555-1212	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;">CURRENCY</td> <td style="width: 15%;">20.</td> <td style="width: 15%;">00</td> </tr> <tr> <td>CASH</td> <td>COIN</td> <td>4.</td> <td>50</td> </tr> <tr> <td colspan="4" style="text-align: center;">LIST CHECKS SINGLY</td> </tr> <tr> <td colspan="2"><i>Bill's Plumbing</i></td> <td>256.</td> <td>21</td> </tr> <tr> <td colspan="2">TOTAL FROM OTHER SIDE</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> <td>277.</td> <td>71</td> </tr> <tr> <td colspan="2">LESS CASH RECEIVED</td> <td></td> <td></td> </tr> <tr> <td colspan="2">NET DEPOSIT</td> <td>277.</td> <td>71</td> </tr> </table>		CURRENCY	20.	00	CASH	COIN	4.	50	LIST CHECKS SINGLY				<i>Bill's Plumbing</i>		256.	21	TOTAL FROM OTHER SIDE				TOTAL		277.	71	LESS CASH RECEIVED				NET DEPOSIT		277.	71
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LESS CASH RECEIVED																																	
NET DEPOSIT		277.	71																														
DATE <u>January, 12</u> 20 <u>05</u> DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL _____ SIGN HERE FOR LESS CASH RECEIVED (IF REQUIRED)	1st National Bank																																

NUMBER	DATE	CODE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT(-)	FEE(-)	TAX	DEPOSIT/CREDIT (+)		\$ BALANCE	
									174.63	
2174	1-7-05		Doris Automotive	36.52			\$		-36	52
									438.	11
	1-12-05		Deposit				277.	71	+277.	71
									415.	82
	1-15-05		ATM withdrawal	40.00					40.	00
									375.	82

PROCEDURES FOR FILLING IN PARTS OF A CHECK (Con't)

1. One	20. Twenty	102. One hundred two
2. Two	21. Twenty-one	103. One hundred three
3. Three	22. Twenty-two	104. One hundred four
4. Four	23. Twenty-three	105. One hundred five
5. Five	24. Twenty-four	106. One hundred six
6. Six	25. Twenty-five	107. One hundred seven
7. Seven	26. Twenty-six	108. One hundred eight
8. Eight	27. Twenty-seven	109. One hundred nine
9. Nine	28. Twenty-eight	110. One hundred ten
10. Ten	29. Twenty-nine	111. One hundred eleven
11. Eleven	30. Thirty	112. One hundred twelve
12. Twelve	40. Forty	113. One hundred thirteen
13. Thirteen	50. Fifty	114. One hundred fourteen
14. Fourteen	60. Sixty	115. One hundred fifteen
15. Fifteen	70. Seventy	116. One hundred sixteen
16. Sixteen	80. Eighty	117. One hundred seventeen
17. Seventeen	90. Ninety	118. One hundred eighteen
18. Eighteen	100. One hundred	119. One hundred nineteen
19. Nineteen	101. One hundred one	120. One hundred twenty
Cents Amount		
.0 00/100 or no/100	6 06/100	15 15/100
.1 01/100	7 07/100	20 20/100
2 02/100	8 08/100	25 25/100
3 03/100	9 09/100	50 50/100
4 04/100	10 10/100	99 99/100
Date – Acceptable Forms		
Name of Month – (Abbreviation) – Number of Month		
January (Jan.) 1	May 5	September (Sept.) 9
February (Feb.) 2	June 6	October (Oct.) 10
March 3	July 7	November (Nov.) 11
April 4	August (Aug.) 8	December (Dec.) 12

FINANCIAL FITNESS CONTEST

Use the following information to complete the Financial Fitness contest.

1. Beginning Balance: \$324.19

- | | |
|-------------------|---------------------------------------|
| 2. Check Number | 2108 |
| Date | January 6, _____ |
| Issued to | Jerry's Pharmacy |
| Amount | \$72.14 |
| For | Prescriptions |
| 3. Check Number | 2109 |
| Date | January 9, _____ |
| Issued to | Gas-N-Go |
| Amount | \$14.28 |
| For | Gas |
| 4. ATM withdrawal | January 12, _____ |
| | \$40.00 |
| | Cash |
| 5. Deposit | |
| Date | January 21, _____ |
| Coin | \$2.53 |
| Currency | \$46.00 |
| Checks from | McDonald's - \$175.17 |
| | Nancy Miller - \$26.30 |
| 6. Check Number | 2110 |
| Date | February 1, _____ |
| Issued to | Greenbelt Property Management Company |
| Amount | \$175.00 |
| For | Rent |
| 7. Check Number | 2111 |
| Date | February 5, _____ |
| Issued to | Continental Bell Telephone Company |
| Amount | \$36.91 |
| For | Telephone bill |
| 8. Check Number | 2112 |
| Date | February 10, _____ |
| Issued to | Al's Thrift-T-Wise |
| Amount | \$67.49 |
| For | Groceries |
| 9. Deposit | |
| Date | February 11, _____ |
| Coin | \$1.73 |
| Currency | \$35.00 |
| Checks from | McDonald's \$188.27 |

10. Check Number	2113
Date	February 23, _____
Issued to	American Mutual Insurance Company
Amount	\$206.57
For	Car insurance
11. Check Number	2114
Date	February 25, _____
Issued to	Tiny Tot Day Care Center
Amount	\$89.50
For	Child Care
12. Check Number	2115
Date	March 1, _____
Issued to	Structure
Amount	\$32.38
For	Shirt
13. Deposit	
Date	March 3, _____
Coin	\$2.06
Currency	\$85.00
Checks from	McDonald's - \$197.26 John Public - \$64.97 Ima Tuff - \$50.71
14. Check Number	2116
Date	March 6, _____
Issued to	GMAC
Amount	\$227.21
For	Car payment
15. Check Number	2117
Date	March 7, _____
Issued to	Jennifer Scoggins, MD
Amount	\$59.04
For	Medical

FINANCIAL FITNESS CONTEST

Use the checks and deposit slips below to complete the CHECK WRITING portion of the contest. Any writing or pen marks that extend beyond the boundaries of the form automatically forfeit points in the category. Students should sign their name in the signature blanks.

1. **Beginning Balance: \$324.19**

2.

John or Jane Doe 216 N. Main Somewhere, OK 73000 405-555-1212	Check No. _____ _____ 20 _____
Pay to the order of _____ \$ _____ Dollars	
1 st National Bank Somewhere, OK	
For _____	

3.


John or Jane Doe 216 N. Main Somewhere, OK 73000 405-555-1212	Check No. _____ _____ 20 _____
Pay to the order of _____ \$ _____ Dollars	
1 st National Bank Somewhere, OK	
For _____	

5.


DEPOSIT TICKET			
JOHN OR JANE DOE 216 N. MAIN SOMEWHERE, OK 73000 405-555-1212			
DATE _____ 20 _____			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			
_____ SIGN HERE FOR LESS CASH RECEIVED (IF REQUIRED)			
1st National Bank			
	CURRENCY		
CASH	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

FINANCIAL FITNESS CONTEST


6.

John or Jane Doe 216 N. Main Somewhere, OK 73000 405-555-1212	Check No. _____ _____ 20 _____
Pay to the order of _____	\$ _____ _____ Dollars
1 st National Bank Somewhere, OK	
For _____	_____

7.

John or Jane Doe 216 N. Main Somewhere, OK 73000 405-555-1212	Check No. _____ _____ 20 _____
Pay to the order of _____	\$ _____ _____ Dollars
1 st National Bank Somewhere, OK	
For _____	_____

8.

John or Jane Doe 216 N. Main Somewhere, OK 73000 405-555-1212	Check No. _____ _____ 20 _____
Pay to the order of _____	\$ _____ _____ Dollars
1 st National Bank Somewhere, OK	
For _____	_____

FINANCIAL FITNESS CONTEST

9.

DEPOSIT TICKET			
JOHN OR JANE DOE 216 N. MAIN SOMEWHERE, OK 73000 405-555-1212			
	CURRENCY		
CASH	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

DATE _____ 20 _____

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR LESS CASH RECEIVED (IF REQUIRED)

1st National Bank

10.

John or Jane Doe
 216 N. Main
 Somewhere, OK 73000
 405-555-1212

Check No. _____

_____ 20 _____

Pay to the order of _____ \$ _____

_____ Dollars

1st National Bank
 Somewhere, OK

For _____

11.

John or Jane Doe
 216 N. Main
 Somewhere, OK 73000
 405-555-1212

Check No. _____

_____ 20 _____

Pay to the order of _____ \$ _____

_____ Dollars

1st National Bank
 Somewhere, OK

For _____

FINANCIAL FITNESS CONTEST

12.

John or Jane Doe 216 N. Main Somewhere, OK 73000 405-555-1212	Check No. _____ _____ 20 _____
Pay to the order of _____ \$ _____ _____ Dollars	
1 st National Bank Somewhere, OK	
For _____	

13.


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DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL _____ SIGN HERE FOR LESS CASH RECEIVED (IF REQUIRED)																																											
1st National Bank																																											

14.

John or Jane Doe 216 N. Main Somewhere, OK 73000 405-555-1212	Check No. _____ _____ 20 _____
Pay to the order of _____ \$ _____ _____ Dollars	
1 st National Bank Somewhere, OK	
For _____	

FINANCIAL FITNESS CONTEST

15.

John or Jane Doe 216 N. Main Somewhere, OK 73000 405-555-1212	Check No. _____ _____ 20 _____
Pay to the order of _____	\$ _____ _____ Dollars
1 st National Bank Somewhere, OK	
For _____	_____

FINANCIAL FITNESS RATING SHEET

Name of Participant _____ Chapter: _____

Category: Occupational - Specific

Instructions: Fill in the correct score bubble. Write the appropriate rating in the "Score" Column. Write comments on the back of the rating sheet. Comments should help participants identify their strengths and areas for improvements. Record total points. Verify point total and initial.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score	
CHECK WRITING							
Correctly filled out, free of mark-outs, spelling, and grammatical errors	① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱	⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉖ ㉗ ㉘ ㉙ ㉚ ㉛	㉜ ㉝ ㉞ ㉟ ㊱ ㊲ ㊳ ㊴ ㊵	㊶ ㊷ ㊸ ㊹ ㊺ ㊻	㊼ ㊽ ㊾ ㊿ ① ②	③ ④ ⑤ ⑥	
DEPOSIT SLIPS							
Correctly filled out, free of mark-outs, spelling, and grammatical errors	① ② ③	④ ⑤ ⑥	⑦ ⑧ ⑨	⑩ ⑪ ⑫	⑬ ⑭ ⑮		
CHECK REGISTER							
Accuracy of: beginning balance, checks entered, ending balance	① ② ③ ④ ⑤	⑥ ⑦ ⑧ ⑨ ⑩	⑪ ⑫ ⑬ ⑭	⑮ ⑯ ⑰ ⑱ ⑲	⑳ ㉑ ㉒ ㉓ ㉔ ㉕		
HANDWRITING SKILLS AND SPEED							
Penmanship, Legibility, Form, Style	① ②	③ ④	⑤ ⑥	⑦ ⑧	⑨ ⑩		

Total Score _____

Verification of Total Score (please initial) _____

Evaluator ONE TWO THREE Event Chairman _____

Circle Rating Achieved Gold 90-100 Silver 70-89.99 Bronze 1-69.99