

## ABATE OF OHIO, INC.

### CHECK REGISTER

#### **Characteristics:**

1. Category: Finance.
2. Established by: request of State Treasurer.
3. Purpose: To record and track financial transactions.
4. Audience: Region Treasurers.
5. Required? Yes.
6. PDF Format: [Click Here to Download](#).  
Excel Format: [Click Here to Download](#).

#### **Directions:**

1. Region – indicate region number.
2. Month/Year – beginning month and year of this check register page.
3. Page – number of this check register page.
4. Balance Brought Forward – from previous check register page.
5. Date – of transaction in mm/dd/yy format.
6. Check # – number of the check. Blank for a deposit.
7. Transaction – payee as written on the check or “Deposit” for a deposit.
8. Description – describe the type of transaction. For example, “Insurance”, “Product”, “Printing”, “Office Supplies”, “Bank Service Charge”, etc.

9. Event Name – list event name if transaction is related to an event.
10. Cleared Bank – mark when item has appeared on the bank statement.
11. On Region Report – mark when item has been included on the Monthly Region Report.
12. On Event Report – mark when item has been included on the corresponding Meeting/Event Report.
13. Payment Debit – amount of the check or bank fee. Enter a positive number.
14. Deposit Credit – amount of the deposit or bank credit. Enter a positive number.
15. Running Balance – balance after listed transaction.
16. Balance to be Forwarded – transfer to the next check register page.

#### **Special Cases:**

1. A new check register should be started with the change of treasurer.

#### **Handling:**

1. Must be attached to Monthly Region Report.