# 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. An instructor may submit any blend of secondary and/or postsecondary entries in this event.
2. A participant must be a paid SkillsUSA 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.

1. A total of nine checks will be written. Each check will be evaluated in the following six areas:

Date

Issued to

Amount written in numbers

Amount written in words and numbers Memo

Signature

1. A total of three deposit slips will be written. Each deposit 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

1. 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 9 checks, an ATM transaction, an automatic debit, and 4 deposits will be recorded.
2. Participants will be evaluated on overall handwriting skills demonstrated throughout the entire event. Handwriting skillswill be evaluated in the following three areas:

Penmanship Legibility Style/Form

# PROCEDURES FOR FILLING IN PARTS OF A CHECK

1. **Check Number**
2. **Month, Day and Year**
3. **Name, Address, and Phone Number**
4. **Pay to the Order of**
5. **Amount of Check in Numbers**
6. **Amount of Check Written Out in Words and Numbers**

The checks you receive from your bank will be printed with the numbers already on them. For the purpose of the contest, the check number is printed in this space.

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

Examples: 1. August 27, 20

* 1. Aug. 27, 20
  2. 8-27-

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.

Write the name of the person or business to whom you are paying money. Paying money by check is called “issuing” or “issued to.”

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

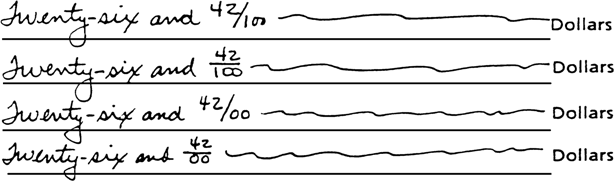
The amount of the check is also written out using words and numbers. This is done to protect your account from dishonest people. The amounts written in (5) and (6) must be exactly the same. If not, your check will not be accepted by a bank.

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 11 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:



1. **Memo or For**
2. **Signature Line**
3. **Name of the Bank**

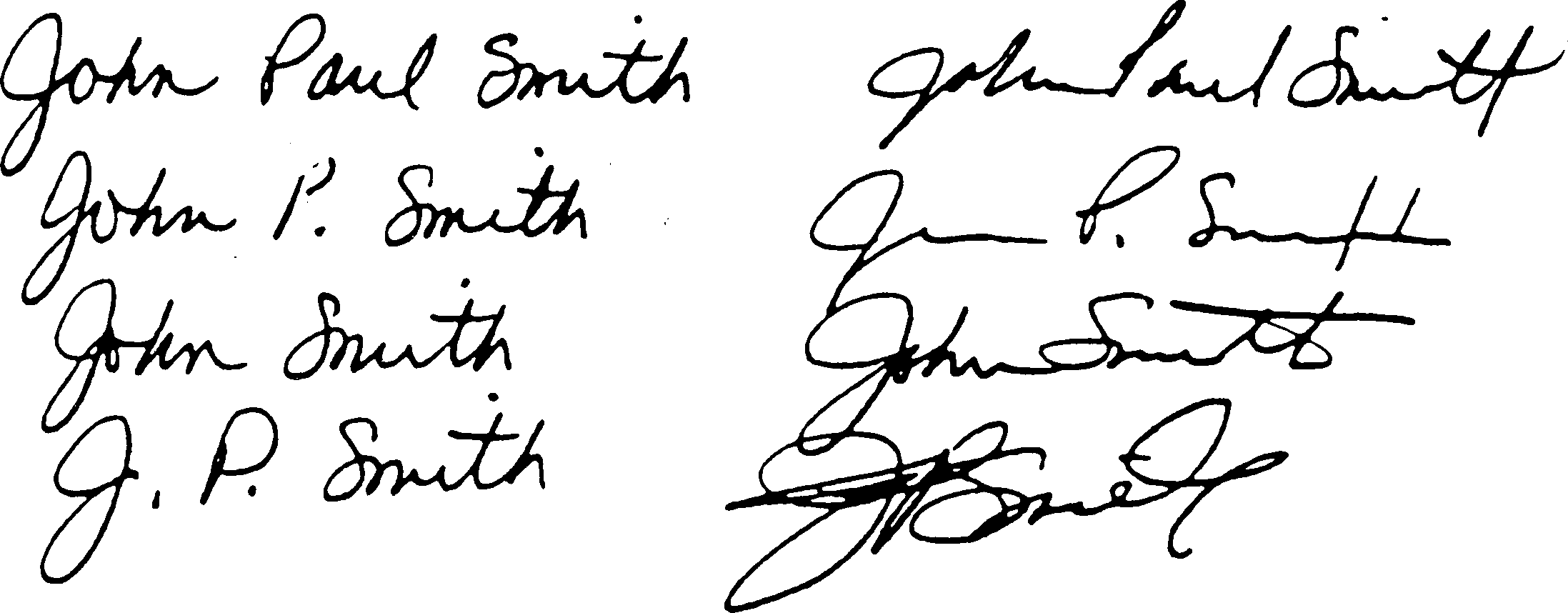
This line is for you to make a note to yourself of what the check was for. Your bank doesn’t require you to fill it in, but it is a good habit for you to get into. For the purpose of the contest, you should complete this space.

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.



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

3 4 **5**

2

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

9 6

7 8

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**

1. **Date**
2. **Signature**
3. **Name of Bank**
4. **Cash (Currency)**
5. **Cash (Coin)**
6. **List checks singly**
7. **Total from other side**
8. **Total**
9. **Less cash received**
10. **Net Deposit**

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.

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

Examples: 1. August 27, 20

* 1. Aug. 27, 20
  2. 8-27-

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

The name of your bank will be printed on the deposit slips you receive with your checks.

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.

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.

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.

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.

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

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.

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

ENTER TOTAL ON THE FRONT OF THIS TICKET

## Front of Deposit Slip

1

7

5

6

DEPOSIT TICKET

JOHN OR JANE DOE 216 N. MAIN

SOMEWHERE, OK 73000

405-555-1212

CURRENCY

COIN

DATE

20

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR LESS CASH RECEIVED (IF REQUIRED)

**1st National Bank**

2

4

8

9

10

3

11

NET DEPOSTI

LESS CASH RECEIVED

TOTAL

TOTAL FROM OTHER SIDE

LIST CHECKS SINGLY

CASH

### Back of Deposit Slip

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

**RECORDING YOUR CHECKS, WITHDRAWALS AND DEPOSITS KEEPING A BALANCE**

The amount of money in your checking account is called the **balance**. Each time you write a check or withdrawal you must record it in your checkbook register and **subtract** the amount of the check to get your new balance. You must also record deposits in your checkbook register and **add** the amount of the deposit to get your new balance.

### 3 PARTS OF A CHECK RESGISTER

1

2

4

5

6

**RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT**

NUMBER

DESCRIPTION OF TRANSACTIOIN

PAYMENT/DEBIT(-)

DEPOSIT/CREDIT (+)

BALANCE

$

TAX

FEE(-)

CODE

DATE

7 8

1. Check number.
2. Date check was written or date of withdrawal.
3. Person to whom the check was written or withdrawal transaction.
4. Amount of the check or withdrawal (-).
5. Amount of the deposit (+).
6. Balance before the check or withdrawal was written or money was deposited.
7. Amount of check or withdrawal (subtract from the balance) or amount of deposit (add to the balance).
8. New balance after check, withdrawal or deposit.

### RECORDING YOUR CHECKS (Con’t)

DEPOSIT TICKET

JOHN OR JANE DOE 216 N. MAIN

SOMEWHERE, OK 73000

405-555-1212

DATE January, 12 20 05

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE FOR LESS CASH RECEIVED (IF REQUIRED)

**1st National Bank**

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. 2174

January 7 20 05

Pay to the order of

Doris Automotive Center $ 36.52

Thirty-six and 52/100 Dollars

1st National Bank Somewhere, OK

For New tire John Doe

|  |  |  |  |
| --- | --- | --- | --- |
| CASH | CURRENCY | 20 | 00 |
| COIN | 1 | 50 |
| LIST CHECKS SINGLY | | | |
| Bill’s Plumbing | | 256 | 21 |
|  | |  |  |
|  | |  |  |
| TOTAL FROM OTHER SIDE | |  |  |
| TOTAL | | 277 | 71 |
| LESS CASH RECEIVED | |  |  |
| NET DEPOSTI | | 277 | 71 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | |
| NUMBER | DATE | CODE | DESCRIPTION OF TRANSACTION | PAYMENT/DEBIT(-) | | FEE(-) | TAX | DEPOSIT/CREDIT (+) | | | $ BALANCE  174.63 | |
| 2174 | 1-7-23 |  | Doris Automotive | 36 | 52 |  |  | $ |  | -36 | | 52 |
|  |  |  |  |  |  |  |  |  |  | 138 | | 11 |
|  | 1-12-23 |  | Deposit |  |  |  |  | 277 | 71 | +277 | | 71 |
|  |  |  |  |  |  |  |  |  |  | 415 | | 82 |
|  | 1-15-23 |  | ATM withdrawal | 40 | 00 |  |  |  |  | -40 | | 00 |
|  |  |  |  |  |  |  |  |  |  | 375 | | 82 |
|  | 1-18-23 |  | Auto Deposit |  |  |  |  | 20 | 00 | +20 | | 00 |
|  |  |  | Turtle Pay |  |  |  |  |  |  | 395 | | 82 |
|  | 1-20-23 |  | Auto Withdrawal | 90 | 00 |  |  |  |  | -90 | | 00 |
|  |  |  | Tiny Tot Day Care |  |  |  |  |  |  | 305 | | 82 |

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

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

# FINANCIAL FITNESS CONTEST

Use the following information to complete the Financial Fitness contest.

## Beginning Balance: $324.19

1. Check Number 2108

Date January 6,

Issued to Jerry’s Pharmacy

Amount $72.14

For Prescriptions

1. Check Number 2109

Date January 9,

Issued to Gas-N-Go

Amount $14.28

For Gas

1. ATM withdrawal January 12,

$40.00

Cash

1. Deposit

Date January 21,

Coin $2.53

Currency $46.00

Checks from McDonald’s - $175.17 Nancy Miller - $26.30

1. Check Number 2110

Date February 1,

Issued to Greenbelt Property Management Company

Amount $175.00

For Rent

1. Check Number 2111

Date February 5,

Issued to Continental Bell Telephone Company

Amount $36.91

For Telephone bill

1. Check Number 2112

Date February 10,

Issued to Al’s Thrift-T-Wise

Amount $67.49

For Groceries

1. Deposit

Date February 11,

Coin $1.73

Currency $35.00

Checks from McDonald’s $188.27

1. Check Number 2113

Date February 23,

Issued to American Mutual Insurance Company

Amount $206.57

For Car insurance

1. Automatic Debit

Date February 25,

Issued to Tiny Tot Day Care Center

Amount $89.50

For Child Care

1. Check Number 2114

Date March 1,

Issued to Structure

Amount $32.38

For Shirt

1. Deposit

Date March 3,

Coin $2.06

Currency $85.00

Checks from McDonald’s - $197.26 John Public - $64.97

1. Check Number 2115

Date March 6,

Issued to GMAC

Amount $227.21

For Car payment

1. Automatic Deposit

Date March 7, \_\_\_\_

From Turtle Pay

Amount $50.71

1. Check Number 2116

Date March 8,

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. 2108

20

Pay to the order

of $

Dollars

1st National Bank Somewhere, OK

For

3.

John or Jane Doe 216 N. Main

Somewhere, OK 73000

405-555-1212

Check No. 2109

20

Pay to the order

of $

Dollars

1st 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**

|  |  |  |  |
| --- | --- | --- | --- |
| CASH | CURRENCY |  |  |
| COIN |  |  |
| LIST CHECKS SINGLY | | | |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| TOTAL FROM OTHER SIDE | |  |  |
| TOTAL | |  |  |
| LESS CASH RECEIVED | |  |  |
| NET DEPOSTI | |  |  |

### FINANCIAL FITNESS CONTEST

6.

John or Jane Doe 216 N. Main

Somewhere, OK 73000

405-555-1212

Check No. 2110

20

Pay to the

order of $

Dollars

1st National Bank Somewhere, OK

For

7.

John or Jane Doe 216 N. Main

Somewhere, OK 73000

405-555-1212

Check No. 2111

20

Pay to the

order of $

Dollars

1st National Bank Somewhere, OK

For

8.

John or Jane Doe 216 N. Main

Somewhere, OK 73000

405-555-1212

Check No. 2112

20

Pay to the

order of $

Dollars

1st National Bank Somewhere, OK

For

### FINANCIAL FITNESS CONTEST

9.

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**

|  |  |  |  |
| --- | --- | --- | --- |
| CASH | CURRENCY |  |  |
| COIN |  |  |
| LIST CHECKS SINGLY | | | |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| TOTAL FROM OTHER SIDE | |  |  |
| TOTAL | |  |  |
| LESS CASH RECEIVED | |  |  |
| NET DEPOSTI | |  |  |

10.

John or Jane Doe 216 N. Main

Somewhere, OK 73000

405-555-1212

Check No. 2113

20

Pay to the

order of $

Dollars

1st National Bank Somewhere, OK

For

12.

John or Jane Doe 216 N. Main

Somewhere, OK 73000

405-555-1212

Check No. 2114

20

Pay to the

order of $

Dollars

1st National Bank Somewhere, OK

For

### FINANCIAL FITNESS CONTEST

13.

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**

|  |  |  |  |
| --- | --- | --- | --- |
| CASH | CURRENCY |  |  |
| COIN |  |  |
| LIST CHECKS SINGLY | | | |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| TOTAL FROM OTHER SIDE | |  |  |
| TOTAL | |  |  |
| LESS CASH RECEIVED | |  |  |
| NET DEPOSTI | |  |  |

14.

John or Jane Doe 216 N. Main

Somewhere, OK 73000

405-555-1212

Check No. 2115

20

Pay to the

order of $

Dollars

1st National Bank Somewhere, OK

For

16.

John or Jane Doe 216 N. Main

Somewhere, OK 73000

405-555-1212

Check No. 2116

20

Pay to the

order of $

Dollars

1st National Bank Somewhere, OK

For

### RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CHECK NUMBER** | **DATE** | **DESCRIPTION OF TRANSACTION** | **PAYMENT/ DEBT**  **(-)** | | **T** | **FEE (IF ANY)**  **(-)** | **DEPOSIT/ CREDIT (+)** | | **BALANCE** | |
| $ | |
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**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 improvement. Record total points. Verify point total and initial.

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| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation Criteria** | **Poor** | **Fair** | **Good** | **Very Good** | **Excellent** | **Score** |
| **CHECK WRITING** | | | | | | |
| Correctly filled out, free of mark-outs, spelling, and grammatical errors | 0 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 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 |  |
| **DEPOSIT SLIPS** | | | | | | |
| Correctly filled out, free of mark-outs, spelling, and grammatical errors | 0 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 | 0 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 | 0 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