# Recording Account Transactions

**Form SP30**

**Learning About Money**

Keeping track of all your banking transactions is a good idea. It gives ***a detailed record*** of where your money is going. This format is similar to a book called a **Transaction Record Book** that you can get from your bank or credit union. Use a line for each banking transaction within an account. This includes money that is spent by cheque, debit card, or by pre-authorized payments, plus all deposits. Also record any service fees. Keep a running balance so you know how much money is in your account. Check your monthly statement. Mark with a check mark (√) if correct, when reviewing your statement.

Here are the ***codes to use for transactions***: ***ATM—****Bank machine,* ***D—****deposit,* ***DC—****debit card,* ***PC****—Internet banking,* ***PP—****Preauthorized payment,* ***TB—****telephone banking,* ***SF—****service fee, and* ***T—****transfer*

| Cheque # or code | Date | Name of transaction | (-) withdrawal, payment, fee, etc. | √ | (+) deposit or interest | $ balance |
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