

Question 19

You are required to:

(a) label the parts of the cheque

1. _____ 2. _____ 3. _____

5 November 20		BETTER BUSINESS BANK LTD	BRANCH	5 November 20	
TO Hilton Industries					ABN 88 205 332 111
FOR Tax Invoice No. 888		Not Negotiable	OR BEARER	THE SUM OF <u>One hundred and forty three</u> dollars and <u>eighty five</u> cents only \$143.85	
BROUGHT FORWARD	\$2 000 00				PAY Hilton Industries
DEPOSITED SINCE	240 00				
BALANCE	2 240 00				
THIS CHEQUE	143 85				
BALANCE	2 096 15				
NO. 001218 178.986 75.442145		NO. 001218 178.986 75.442145		Madison Office Stationery ABN 99 000 333 555	

4. _____ 5. _____ 6. _____

(b) match the terms with their meanings:

- | | | |
|------------------|--|-------|
| Payee | Part of the cheque retained by the drawer | |
| BSB | Person who makes out the cheque | |
| Cheque butt | Uncrossed cheque | |
| Account Fee | The bank on which the cheque is drawn | |
| Postdated cheque | Charged by the bank when the account is in overdraft | |
| C/C | Fee charged by a bank for maintaining your account | |
| Drawer | Where the payee signs the back of the cheque | |
| Open cheque | The person to whom the cheque is payable | |
| Drawee | Abbreviation - 'cash/cheques' | |
| Endorsement | Parallel lines drawn across the cheque | |
| Interest | Abbreviation - 'Bank State Branch' | |
| Crossing | A cheque with a future date | |