



Task-based Activity Cover Sheet

Task Title: Using the Libro Website – Making a Deposit

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship <input type="checkbox"/> Secondary School <input type="checkbox"/> Post-Secondary <input type="checkbox"/> Independence <input type="checkbox"/>	
Task Description: Learner will download and complete an electronic deposit sheet for a workplace	
Competency: B: Communicate Ideas and Information C: Understand and Use Numbers D: Use Digital Technology	Task Group(s): B3: Complete and create documents C1: Manage money D: N/A
Level Indicators: B3.2a: Use layout to determine where to make entries in simple documents C1.1: Compare costs and make simple calculations D.2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pencil or pen• Computer with internet access	



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Small businesses need to make regular deposits at the credit union or bank. It can be the responsibility of the manager or other employees to put together the deposit. Look at <https://www.libro.ca/owners-navigation/footer-1-nav-items/tools-resources> .

Learner Information and Tasks:

Task 1: Download a Deposit Slip.

Task 2: Fill in the Deposit Slip using the information below:

Owner: Abir Bahar

Date: Today's Date

Owner #: 65238765

Sub: 0267

Cash: 28 Loonies
61 Toonies
25 - \$5
36 - \$10
121 - \$20
3 - \$50
1 - \$100

Cheques: Joanna Smith \$53.00
Michael Johnson \$82.50

Task 3: Print Form and Initial the Deposit Slip as if you were making the deposit.

Task 4: Calculate the total deposited.



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Answer Key

Task 1: Download a Deposit Slip.

A: See the completed deposit form

Task 2: Fill in the Deposit Slip using the information below:

Owner: Abir Bahar
Date: Today's Date
Owner #: 65238765
Sub: 0267
Cash: 28 Loonies
61 Toonies
25 - \$5
36 - \$10
121 - \$20
3 - \$50
1 - \$100
Cheques: Joanna Smith \$53.00
Michael Johnson \$82.50

A: See the completed deposit form

Task 3: Print Form and Initial the Deposit Slip as if you were making the deposit.

A: See the completed deposit form and look for learner's initials

Task 4: Calculate the total deposited.

A: $3305.00 + 135.50 = 3440.50$

Completed Form

Reset Form

Print Form

DEPOSIT SLIP



Owner Name:

Date:

Owner Number: Sub:

CASH		
	Rolled Coin	\$
	x .01	0.00
	x .05	0.00
	x .10	0.00
	x .25	0.00
	28 x 1	28.00
	61 x 2	122.00
	25 x 5	125.00
	36 x 10	360.00
	121 x 20	2,420.00
	3 x 50	150.00
	1 x 100	100.00
Total CAD Cash		\$ 3,305.00
Total Foreign Cash (do not include exchange)		\$
Ex. Rate	Total Foreign Cash (after exchange rate)	\$ 0.00

Depositor's Initials

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SR's Initials

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CHEQUES		
	Name	Amount
1.	Joanna Smith	\$ 53.00
2.	Michael Johnson	82.50
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
Total CAD Cheques		Total No. \$ 135.50
Total Foreign Cheques (do not include exchange)		Total No. \$
Ex. Rate	Total Foreign Cheques (after exchange rate)	\$ 0.00



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
B3.2a	<ul style="list-style-type: none"> uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> begins to make some inferences to decide what information is needed, where and how to enter the information 			
	<ul style="list-style-type: none"> makes entries using a limited range of vocabulary 			
	<ul style="list-style-type: none"> follows instructions on documents 			
C1.1	<ul style="list-style-type: none"> adds, subtracts, multiplies and divides whole numbers and decimals 			
	<ul style="list-style-type: none"> recognizes values in number and word format 			
	<ul style="list-style-type: none"> interprets and represents costs using monetary symbols and decimals 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
D.2	<ul style="list-style-type: none"> selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> locates and recognizes functions and commands 			

This task: was successfully completed needs to be tried again

Learner Comments

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Instructor (print)

Learner Signature