



# FRONT OFFICE ACCOUNTING



There is a lot to keep track of in the front office. From class picture accounting to field trip money to the paper in the copier, you better get to work now to figure all this out!

## Cash for Class Pics

There are 4 different package choices for class pictures. Figure out how much money the office should have for the pictures.

Choice	Cost Each	# Bought	Total \$
A	\$12.50		\$562.50
B	\$19.95	163	
C		243	\$5892.75
D	\$39.48		\$513.24

Compare the totals

Choice A	Choice B
Choice B	Choice C
Choice C	Choice D
Choice B	Choice D
Choice A	Choice C

Compare the costs

Choice A	Choice B
Choice B	Choice C
Choice C	Choice D
Choice B	Choice D
Choice A	Choice C

## Field Trip Money Monitoring

Each of the students in 2<sup>nd</sup> grade had to pay for their field trip to the zoo, their bus ride, and their snacks at the zoo. Find the total amount of money spent on the trip using the information given below.

### Zoo Trip Details

**NUMBER OF STUDENTS:** 67

**ZOO COST:** \$4.75/each

**BUS RIDE:** 15¢ per mile per student

**MILES TO ZOO:** 27

**SNACK FEE:** \$3.25/each

Cost Per Student

Cost for ALL



## Going Green: The Great Copy Machine Competition



The teachers in your school have a competition to see who can spend the least on copies in a month. Color copies are 48 cents each and B&W copies are a quarter of the cost of color. Fill in the chart below and highlight the teacher who spent the least and circle who spent the most.

Name	Color	Color Total	B&W	B&W Total	Total Cost
Jones	115		328		
Smith	214		186		
Hamm	79		462		
Clark	28		549		
Lee	156		487		
Hawk	201		195		

1) Write Mr. Jones' total in expanded form.

2) Write Ms. Smith's total using number names.

3) Round Mr. Lee's total to the nearest whole number and the nearest tenth.