Book keeping

6

By Dionne Corrodus-Weekes

1935 General Conference (GC) Requirements

1. Make out a household budget and keep an accurate cash and expense record for six months

2. Keep a personal cash record and budget for at least six months.

3. Demonstrate ability to write and endorse cheques, fill out receipts, make bills and monthly statements, report expenses, keep auto mileage and expense records, and figure out simple interest.

Requirement 1



Make out a household, budget and keep an accurate cash and expense record for six months.

7 Easy Steps to Household Budgets



Complete other monthly figures.

Household Budget Draft Template

Household Income & Expenditure	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Total Income Received							
Total Expenditure							
Surplus/Overspend (Deficit)							

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Step 1: Create Some Rows & Headings

Rows = List of Expenditure

□ Mortgage/Rent □ Water Rates □ Council Tax □ Groceries □ Takeaways/Snacks □ TV License □ Electricity □ ATM – Cash machine □ Hair Style □ Clothes □ Travel/Petrol □ Toiletries

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Headings = 6 Months

- January
- February
- March
- April
- May
- June
- July

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7		Council tax	140				
8	Car	Petrol	160				
9		Insurance	25				
10		Road Tax	0				
11	Entertainment	TV licence	12				
12		Broadband	25				
13	Food & Drinks	Groceries	500				
14		Takeaways	25				
15	Miscellaneous	ATM	100				
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Add up the total outgoings

- Expenditure = All Outgoings or payments made
- Personal Entertainment + Food & Drink + Treats Miscellaneous
 Spends + Unplanned shopping = Personal Expenditure

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5		Electricity	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
6		Water rates	£ 150.00	£ 150.00	£ 150.00	£ 150.00	£ 150.00	E 150.00	£ 150.00	£ 150.00	£ 150.00	E 150.00	£ 150.00	£ 150.00
7		Council tax	£ 140.00	£ 140.00	£ 140.00	£ 140.00	£ 140.00	£ 140.00	£ 140.00	£ 140.00	£ 140.00	£ 140.00	E 140.00	£ 140.00
8	Car	Petrol	£ 160.00	£ 160.00	£ 160.00	£ 160.00	E 160.00	£ 160.00	£ 160.00	£ 160.00	£ 160.00	£ 160.00	£ 160.00	£ 160.00
9	1.0.	Insurance	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00
10		Road Tax	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ +	£ -	£ -	£ -
12	Entertainment	TV licence	£ 12.00	£ 12.00	£ 12.00	£ 12.00	E 12.00	E 12.00	£ 12.00	£ 12.00	£ 12.00	£ 12.00	£ 12.00	£ 12.00
12		Broadband	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	E 25.00	£ 25.00	£ 25.00	£ 25.00
13	Food & Drinks	Groceries	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	E 500.00	£ 500.00
14		Takeaways	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	£ 25.00	E 25.00	£ 25.00	£ 25.00
15	Miscellaneous	ATM	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
100	TOTAL		£2,337.00	£2,337.00	£2,337.00	£2,337.00	£2,337.00	£2,337.00	£ 2,337.00	£2,337.00	£2,337.00	£2,337.00	£2,337.00	£2,337.00
	INCOME	Salary	£2,000.00	£2,000.00	£ 2,000.00	£2,000.00	£ 2,000.00	£ 2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00	£2,000.00
19 20	NET	NET	-£ 337.00	-£ 674.00	·£1,011.00	-£1,348.00	-£1,685.00	-£ 2,022.00	-£ 2,359.00	-£2,696.00	-£ 3,033.00	-£3,370.00	-£3,707.00	-£4,044.00
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Requirement 2

Keep a personal cash record and budget for at least six months.



Personal Cash Records

Personal Cash (£) In

Where would you get money from? Cash (£) Out

What would you spend money on?



Draft Personal Cashflow (Income/Savings)

Income Activities	Sept	Oct	Nov	Dec	Jan	Feb	Total	6 Month Budget	6 Month Actuals
Car Wash								£100.00	
Pocket Money								60.00	
Bake & Sell								£50.00	
Braiding Hair								£300.00	
Online Tuition								£30.00	
Other								50.00	
Total								£590.00	

Personal Cash Record Activity 1

Household Income & Expenditure	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Pocket Money/Other	20	10	0	50	0	60	
6 th Form Bursary/ Birthday Money	300	0	0	0	300	0	
(A) Total Cash Received/Income	320	10	0	C	300	60	
Miscellaneous (Mobile, Hair, Entertainment)	100	50	0	20	20	20	
Tithes & Offering	32	1	0	5	30	0	
Travel	A	50	50	50	50	F	
Clothing	50	0	0	0	0	0	
Takeaways/Lunch	50	30	5	5	E	5	
(B) Total Cash Spent/Expenditure	382	131	55	D	105	55	
(A_B) = Cash Surplus/Overspend (Deficit)	R	121	55	30	105	5	

6 Monthly Personal Cash Record

Household Income & Expenditure	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Pocket Money/Other	20	10	0	50	0	60	
6 th Form Bursary/ Birthday Money	300	0	0	0	300	0	
(A) Total Cash Received/Income	320	10	0	<mark>50</mark>	300	60	
Miscellaneous (Mobile, Hair, Entertainment)	100	50	0	20	20	20	
Tithes & Offering	32	1	0	5	30	0	
Travel	<mark>150</mark>	50	50	50	50	<mark>30</mark>	
Clothing	50	0	0	0	0	0	
Takeaways/Lunch	50	30	5	5	<mark>5</mark>	5	
(B) Total Cash Spent/Expenditure	382	131	55	<mark>80</mark>	105	55	
(A_B) - Cash Surplus/Overspend (Deficit)	(62)	(121)	(55)	(30)	105	5	

Requirement 3

Demonstrate ability to write and endorse cheques, fill out receipts, pay bills and monthly statements, report expenses, keep auto mileage and expense records, and figure simple interest.



3a. Write Out Cheques



Cheques: 7 Key Things

1. Name of the Bank 2. Name of Payee 3. Date 4. Amount in Numbers 5. Account Holder 6. Authorised Signatory (Endorse Cheque) 7. Account Number

3a. Write Out Cheques Explained



1. Add up the total of each item shown.

2. Fill out a receipt for the Invoice #4



To:

Carol Brown

Inv	voice
Date:	11-Jan-20

Dagenham Eagles

Invoice #: 4 Custome Carol r ID: Brown

Tel: xxxxxxxxxxxx

Our Reference	Job	Payment Terms	Delivery Date
DCW/Plaistow PF/04	PBE	l week post delivery	1/01/2020

Qty	Description	Unit Price	Line Total
1	Sash Triangle	£ 1.50	£1.50
1	Sleeve Triangle	£ 1.00	£1.00
1	SEC Shoulder Insignia	£ 2.50	£2.50
1	PF World - Sleeve	£ 1.00	£1.00

3b. Fill Out Receipt Activity 2

RECEIPT	Date	 Ν	۱o.		
			unt_		
Amount					
For Payment of					
		Paid by	[]	Cash	
			[]	Cheque No.	
Received By			[]	BACS	
			-		
				e	
		This Payn	nen	t	

3b. Fill Out Receipt Answer

RECEIPT		Date	11 th January	/ 2020	1	No.	DCW/	PL/24
Received From	Carol Brown				Amou	unt£	6.00	
Amount		_Six I	Pounds On	ly				
For Payment of	Pathfinder Ins	signia	as, Sleeve	Strip,	Triangle, Et	С		
					Paid by	[x]	Cash	
						[]	Cheque No.	
Received By	G Jar	vis				[]	BACS	
	Dagenham Ea							
						_		
					Balance	Due	£6.00	
					With Tha	anks	5	

Brilliant!High Five!



RECEIP		Date	July 2 2020		DJ۱	N/01	
					r		
Received From	Levi Johnson			Amount	£30.00		
Amount	Thirty Pounds and Zero Pence Only					Pounds	
For Payment of	f PPE - Customised Facial Masks - 2 Black and 1 Orange						
From		to		Paid by []	Cash		
				[]	Cheque No.		
Received By	Daniel Weekes	5		Х	BACS	1	
	Dagenham Eagle	es Treasur	y Team				
	Teen Leadership	o Trainee	-	Account Amt	£30.00		
	Level 3			This Payment	£30.00		
				Balance Due	£0.00		

Receipt Template by Dagenham Eagles

					Messenger £14.00		Charity
133969 0 <i>05/03/2011</i>	Received with thanks from: <i>E Cantona</i>	Total <i>£43.00</i>	Tithe <i>£24.00</i>	Sab Sch	Other 13 th £8.00 AWR £2.00	Local <i>£9.00</i>	SEC Registered Charity
133969 0 <i>05/03/2011</i>	Received with thanks from: MHughes	Total <i>£209.00</i>	Tithe £123.00	Sab Sch <i>£84.00</i>	Other	Local £2.00	SEC Registered Charity
133969 0 <i>05/03/2011</i>	Received with thanks from: <i>B Kidd</i>	Total <i>£159.00</i>	Tithe £154.00	Sab Sch £2.00	Other 13 th £1.00 ADRA £1.00	Local £1.00	SEC Registered Charity
133969 0 <i>05/03/2011</i>	Received with thanks from: <i>R Charlton</i>	Total <i>£192.00</i>	Tithe <i>£67.00</i>	Sab Sch <i>£84.00</i>	Other 13 th £14.00 N-Bold Col £15.00	Local <i>£12.00</i>	SEC Registered Charity
133969 0 <i>12/03/2011</i>	Received with thanks from: T Cruise	Total <i>£538.00</i>	Tithe <i>£451.00</i>	Sab Sch <i>£48.00</i>	Other 13 th £34.00 ADRA £5.00	Local	SEC Registered Charity
133969 0 <i>12/03/2011</i>	Received with thanks from: <i>T Hanks</i>	Total <i>£257.00</i>	Tithe <i>£254.00</i>	Sab Sch	Other N-Bold Col £3.00	Local	SEC Registered Charity
133969 0 <u>12/03/2011</u>	Received with thanks from: M Fox	Total <i>£29.00</i>	Tithe £15.00	Sab Sch	Other 13th £2.00 AWR £8.00	Local <i>£4.00</i>	SEC Registered Charity
122060.0	Received with thanks from:	Total	Titleo	Cab Cab	Other	Local	SEC

North England Conference, Pathfinder and AMR Department

Total amount owed £58.55

10 CAMPING SKILLS I 6.00 - Award, Restricted

10 BOOK KEEPING - 6.00





- 10 CAMPING SKILLS I 6.00 - Award, Restricted
- 10 BOOK KEEPING 6.00 Award, Restricted
- 10 BASIC FIRST AID 6.00 Award, Restricted
- 10 CAKE 6.00 DECORATING -Award, Restricted
- 10 Camp Safety 6.00

3c. Buy & Pay Online





North England Conference, Pathfinder and AMR Department





3d. Monthly Personal Statement

Income and Expenditure Statement	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Pocket Money							
Bursary/ Birthday Money							
Total Income Received							
Miscellaneous (Mobile, Hair, Entertainment)							
Tithes & Offering							
Travel							
Clothing							
Total Expenditure							

Surplus/Overspend (Deficit)

STATEMENT OF ACCOUNT

[Customer Name] [Customer Address] FAO: [Contact Name]

Statement Date: [Date] Terms: [Payment Terms e.g. 30 days]

Account Reference: [Reference]



Email: [Your Email Address] Website: [Your Web Address]

Date	Reference	Description	Debit	Credit	Balance
		Balance brought forward:			£0.00
20/06/17	2356	Example Invoice	£100.00		£100.00
20/07/17		Example Payment Received		£80.00	£20.00
21/07/17	1476	Example Credit Note		£10.00	£10.00
		Current Balance:			£10.00
		Amount Overdue:		-	£10.00

If you have any queries about this statement please contact [Name] on: [Phone Number & Extension]

Please make any payment due, by electronic transfer to our bank account:

Bank: [Bank Name] Sort Code: XX-XX-XX Account Number: XXXXXXXX Account Name: [Account Name]

VAT Number: XX XXXX XX

INCOME AND EXPENDITURE STATEMENT

NAN	IE (OF	CHL	JRCH	:

YEAR: _____

INCOME Budget Offering Gift Aid Interest Miscellaneous Income

Total Income: _____

CHURCH OVERHEADS & OPERATING EXPENSES

Rent Heating and Lighting Insurance Water Rates Repairs & Maintenance Stationary Bulletins Telephone Advertising Flowers Library Miscellaneous Expenses

Total Expenses: _____

INCOME AND EXPENDITURE STATEMENT

NAME OF CHURCH: ______ YEAR: _____

LOCAL EVANGELISM Sabbath School

Personal Ministries **Community Services** Youth Pathfinder/Adventurer Good Samaritan **Evangelistic Meetings**

LOCAL DEVELOPMENT Church Building Fund Other

Total Local Evg: _____

Total Local Dev: _____

TOTAL INCOME LESS TOTAL EXPENSES: £



Date	Description		Income	Expenses	Bank Balance	
1-Apr	Balance b/f				200.00	R
4-Apr	Folders and pens	1		15.00	185.00	R
15-Apr	Sale: Ms E Inkson	2	54.00		239.00	R
18-Apr	Sale: Mr R U Redy	3	30.00		269.00	R
19-Apr	Drawings	4		10.00	259.00	R
21-Apr	Envelopes & Stamps	5		20.00	239.00	R
24-Apr	Web host fees	6		40.00	199.00	R
27-Apr	Simply Chairs: Chair	7		127.00	72.00	
29-Apr	Sale: Mr J Mighty	8	30.00		102.00	R
30-Apr	Bank Fee	9		2.50	99.50	R
30-Apr	Sale: Ms T Real	10	54.00		153.50	
	Totals		168.00	214.50	153.50	C/f



BANK RECONCILIATIO	BANK RECONCILIATION						
Cash Book Balance	153.50						
Add: Unpresented check	127.00						
Subtotal	280.50						
Less: Deposit not yet showing	54.00						
Bank Statement Balance	226.50						

North Bronx Pathfinders, USA Bank Reconciliation on BUC Pin Sales



3e. Report Expenses



Plans for the Third Quarter:			
Date	Expenditure Activity	Actual	£
11/08/2014	Clacton on Sea Camp Activity Expenditure + Knot Tying £4.47	143.26	
18th Sept	Children Health Expo – Physical Fitness	16.09	
30 th Sept	Printer Purchased	83.98	
C. TOTAL SPENT TO DATE IN THIRD QUARTER			243.33

3e.Report Expenses: Activity

2/08/2020 Pay £10.00 to SEC



23/09/20 Deposit £1,000 to BUC


3e. Report Expenses Using Activity 3, find A, B and C

Plans for			
Date	Expenditure Activity	Actual (£)	Total (£)
08/07/2020	A	10.00	
B	10 x £100 Deposits for BUC Camporee	1,000.00	
30/08/2020	Printer Purchased	C	
	C. TOTAL SPENT TO DATE IN THIRD QUARTER		1,093.98

3e. Report Expenses Answer

Plans for the Third Quarter:				
Date	Expenditure Activity	Actual (£)	Total (£)	
08/07/2020	TLT Leadership Manual	10.00		
<mark>21/08/2020</mark>	10 x £100 Deposits for BUC Camporee	1,000.00		
30/08/2020	Printer Purchased	<mark>83.98</mark>		
	C. TOTAL SPENT TO DATE IN THIRD QUARTER		1,093.98	



BUC Bank Account

9/9/20 Dagenham Eagles

Dr

1,000.00

Dr Dagenham Eagles Account Cr

08/7/20 Bank (TLT Manual from SEC)

10.00

(r)

21/8/20 BACS (BUC Camporee Deposit 2021) 1,000.00

3f. Auto Mileage Log

MONTH		YEAR		7	ODOMETER READING		G		Parking	
DAY	DESTINATIONS	н II қ	д п п	PURPOSE	BEGIN	END	TRIP	MPG's & Cost	& Toll Costs	Misc. Expense
		Fo	NRS.	rd the balances from the previous p	xage if it is for t	he same month				
- 21 -	Scottsdale		X	Visit Family	21,352	21,401	49	\$24.38 25.mm	2.50	
- 22 -	CompuCorp	ж		Sales Appt.	21,415	21,445	30	1.5		
- 23	Wilson Engineering, IMC Co.	X		Sales Appts.	21,491	22,615	124			1.00
- 24 -	Applied Tek	\mathbf{X}		Planning & Design Meeting	22,644	22,695	51		100	
- 25	Inter-Print	X		Meet with Printers	22,724	22,748	-24			
- 26	СотриСогр, ІМС Со	\mathbf{x}		Follow-up Meeting	22,801	22,844	43			
- 27 -	Rx-Pharmaceutical	X		Demonstrate Equipment	22,860	22,891	31	\$22.78 21.npg	2.50	
28-29	Mountains		Х	Hiking with Friends	22,899	23,212	213	\$25.75 24 maa	2.00	
- 30	Desert Shipping	\mathbf{X}		Resolve transport prob.	23,219	23,238	19			
- 31	Inter-Print, IMC Co.	\mathbf{X}		p/u printing, deliver	23,256	23,284	-28			
Get FREE current tax saving tips at www.mileagebooks.com e.co., suinae //intgin, advicerol Cetr Matering, to.				auent	TALOF THE PAGE	612	70.09	8.00	1.00	
	e 2000, Business Statigger, a cluster of Carls r Martaling, he.			1013	L FOR THE MONTH	1352	163.15	1750	3.00	

Brilliant!High Five!



3g. Expense Records

EXPENDITURE REQUISITION FORM

Name of Church:		CHEQUE NO:
Date:	Year:	
PERSON RECEIVI	NG MONEY:	
Department:		_
		_
Receipts/Invoice	s attached?	Yes / No
REASON FOR DIS	BURSEMENT:	£

I confirm that the amount claimed above will/has been expended solely on the business of the Seventh-Day Adventist Church named above. Received by: ______ (Signature)

For official	use only:	
£	Cheque/Cash	Auth
Date:		Issue

Authorised by: _	
Issued by:	

3h.Simple Interest

Simple Interest Equation

A = P(1 + rt)

3h.Simple Interest Activity

Dagenham Eagles Drum Corp purchased a minivan for £10,000 at a rate of 3.875% per year. How much will they have paid in 5 years for the minivan?

Find Total Interest Paid In 5 Years Solving our Dagenham Eagles equation: $A = 10,000 (1 + (0.03875 \times 5)) = 11937.5$ $A = \pounds 11,937.50$

NB: Time conversions that are based on day count of 365 days/year have 30.4167 days/month and 91.2501 days/quarter. 360 days/year have 30 days/month and 90 days/quarter.





Reflective Questions



Interview Church Treasurer



Thank you