

DOUBLE ENTRY ACCOUNTING LEDGER

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3																
4																
5																
6																
7																
8																
		<p>Tip: All expenses must be input with parenthesis. In the accounting world, this indicates a negative number. In MS Excel, it means the number will be subtracted when used in a formula.</p>														
						Income				Expenses				Balance		
	Date	Description	Chq #	Income	Expense	Member Dues	Fund Raising	Sponsor Dollars	Other Income	Office Supplies	Achievement Expenses	Lunch Expenses	Public Speaking	Other Expenses		
10																
11																
12	Nov 1/2009	Balance														\$ 2,545.20
13	Nov 5/2009	B. T. Howe		100.00				100.00								\$ 2,645.20
14	Nov 10/2009	Stars Air Ambulance	191		(200.00)									(200.00)		\$ 2,445.20
15	Nov 15/2009	Press Paper	192		(13.50)					(13.50)						\$ 2,431.70
16	Nov 20/2009	Hall Rent	193		(50.00)						(50.00)					\$ 2,381.70
17	Nov 20/2009	District Due	194		(75.00)					(75.00)						\$ 2,306.70
18	Nov 25/2009	Stamps	195		(10.25)					(10.25)						\$ 2,296.45
19	Nov 25/2009	Battery Recycling		75.00			75.00									\$ 2,371.45
20	Nov 30/2009	Food & Social	196		(55.60)							(55.60)				\$ 2,315.85
21	Nov 30/2009	Donation		50.00					50.00							\$ 2,365.85
22																
23		Total for November		\$225.00	\$(404.35)	\$ -	\$ 75.00	\$100.00	\$ 50.00	\$(98.75)	\$ (50.00)	\$ (55.60)	\$ -	\$ (200.00)		
24																
25																
26																
27																
28																
29																
30																
31																
32																
33																
34																
35																
36																
37																
38																
39																
		<p>Tip: This shows your total income for the month.</p>				<p>Tip: This shows your total expenses for the month.</p>				<p>Tip: Use the following to check your work:</p> <p>Beginning Balance + Total income - Total expenses = final balance.</p>				Final Balance		