

KEEPING AN ACCOUNT

Each business will have their own way of keeping records and the forms used will all look slightly different.

A record must be kept of money coming in, income (from sales, etc) and of money going out (for expenses, etc.).

Three items of essential information are:

- the date
- where the money has come from, or where it is going to
- the amount of money

This information is entered onto a statement, making sure the information is put on the correct side.

The income is totalled on the left hand side.

The right hand side is made to come to the same total by " balance carried forward" which is worked out by adding the total expenses and taking this away from the total income.

	A	B	C	D	E	F	G
1		INCOME				EXPENSES	
2	Date	Particulars	Receipts		Date	Particulars	Receipts
3			£				£
4	1 March	Sale of 100 tickets @ £5	500		2 March	Hire of hall	150
5	3 March	Sale of 50 tickets @ £4	200		5 March	Printing of tickets	20
6	9 March	Sale of 60 tickets @ £5	300		11 March	Costume hire	100
7	11 March	Sale of raffle tickets	120				
8						Balance carried forward	850
9		Total	1120			Total	1120

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8						Balance carried forward	=C9-G4-G5-G6
9		Total	=SUM(C4:C7)			Total	=SUM(G4:G8)



Exercise 1

Draw up an account for each of these events:

1) Village Fete

1 July	Hire of 10 lorries @ £30 per lorry
5 July	To farmer for use of field £100
5 July	Hire of stalls from village hall £50
19 July	Donations from local traders £75
19 July	Sale of tickets 850 @ 50p each
19 July	Income from stalls £650
19 July	Income from raffle £150

2) Amateur Dramatics Play

3 Dec	Hire of hall £200
5 Dec	Printing Tickets £10
12 Dec	Sale of 20 tickets @ £6
12 Dec	Costume hire £50
12 Dec	Scenery £100
17 Dec	Sale of 30 tickets @ £6
19 Dec	Programme Sales £25
19 Dec	Sale of tickets on the door 50 @ £6

3) Weekend Camp

2 Jun	Camp Fees 20 @ £16 per person
3 Jun	Sainsburys Food £138.95
3 Jun	Games equipment £3.38
4 Jun	Mini bus hire £33
4 Jun	Equipment hire £15
4 Jun	Camp Fees 8 @ £8 per person
5 Jun	Camp site fee and activity charge £5 per person

4) Works Outing

5 Sept	£5 from each of 86 employees
12 Sept	Hire of 2 coaches and drivers £175
12 Sept	Subsidy from employer £100
15 Sept	86 meals @ £3.50
15 Sept	Cost of entertainment £50

You may find it useful to put this data onto spreadsheets.

