

MANUAL BOOKKEEPING OPTIONS

Below is a sample ledger that could be set up in a notebook or as a spreadsheet.

| Month of April 2013 | | | GST | | | Income | | Expenses | | | | | | |
|---------------------|-----------------------|----------|---------------|----------|----------|--------------|---------------------|---------------------|-------------|-----------|-----------------|-------------------|--------|--------------------------|
| | | | GST Collected | GST Paid | | | | | | | | | | |
| Date | Description | Total | | | Subtotal | Retail Sales | Consulting Services | Inventory Purchased | Advertising | Rent Fees | Office Supplies | Professional Fees | Post | Freight & Transportation |
| 1 | Weekly Sales | 1375.00 | 75.00 | | 1300.00 | 1300.00 | | | | | | | | |
| 1 | Building Rent | -600.00 | | -60.00 | -600.00 | | | | | | | | 600.00 | |
| 1 | Office Rent | -12.50 | | 0.00 | -12.50 | | | | | 12.50 | | | | |
| 7 | Weekly Sales | -89.47 | | -8.47 | -89.00 | | | | 89.00 | | | | | |
| 8 | Office Merchandise | -17.64 | | -0.84 | -16.80 | | | | | | | | | 16.80 |
| | Consulting Services | 682.50 | 32.50 | | 650.00 | | 650.00 | | | | | | | |
| | Weekly Sales | 2026.00 | 96.00 | | 1930.00 | 1930.00 | | | | | | | | |
| 12 | Supplies | -46.36 | | -2.36 | -46.00 | | | | | | 46.00 | | | |
| 15 | Weekly Sales | 1008.00 | 48.00 | | 960.00 | 960.00 | | | | | | | | |
| 15 | Store stock purchased | -1363.75 | | -68.75 | -1375.00 | | | 1375.00 | | | | | | |
| 17 | Legal Fees | -525.00 | | -25.00 | -500.00 | | | | | | | 500.00 | | |
| 18 | Canadian Tire | -73.45 | | -3.45 | -69.00 | | | | | | | | | 69.00 |
| 22 | Weekly Sales | 2415.00 | 125.00 | | 2300.00 | 2300.00 | | | | | | | | |
| 22 | Consulting Services | 446.25 | 21.25 | | 425.00 | | 425.00 | | | | | | | |
| 27 | Accounting Fees | -800.00 | | -40.00 | -800.00 | | | | | | | 800.00 | | |
| 29 | Weekly Sales | 2790.00 | 130.00 | | 2660.00 | 2660.00 | | | | | | | | |
| TOTALS | | 6769.64 | 327.75 | -134.79 | 6444.70 | 9280.00 | 1025.00 | 1375.00 | 89.00 | 12.50 | 46.00 | 1300.00 | 600.00 | 45.80 |

Manual Book Keeping Courses

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