

The background of the slide is a 3D-rendered scene of numbers. The numbers are white and light blue, standing on a blue grid. They are arranged in a way that creates a sense of depth and perspective, with some numbers appearing larger and closer to the viewer, while others are smaller and further away. The numbers include digits from 0 to 9, as well as some symbols like the infinity symbol and the hash symbol. The overall color palette is a cool blue and white.

Book keeping

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



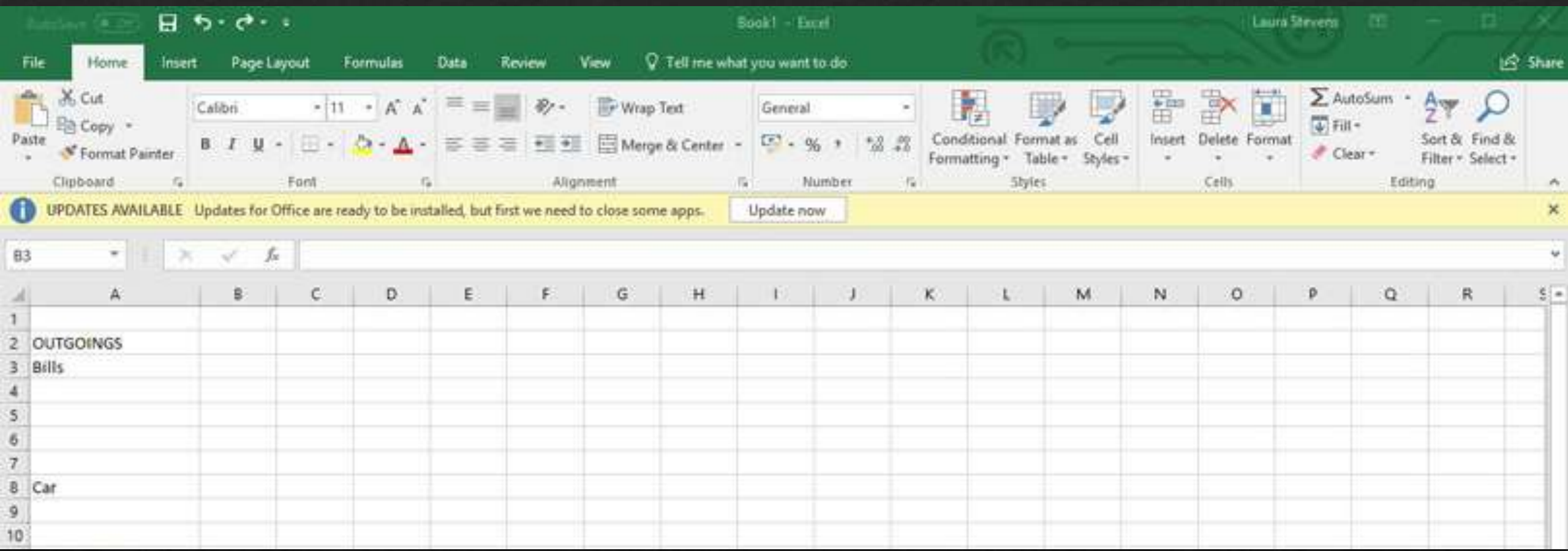
Make out a household, budget and keep an accurate cash and expense record for six months.

7 Easy Steps to Household Budgets



Household Budget Draft Template

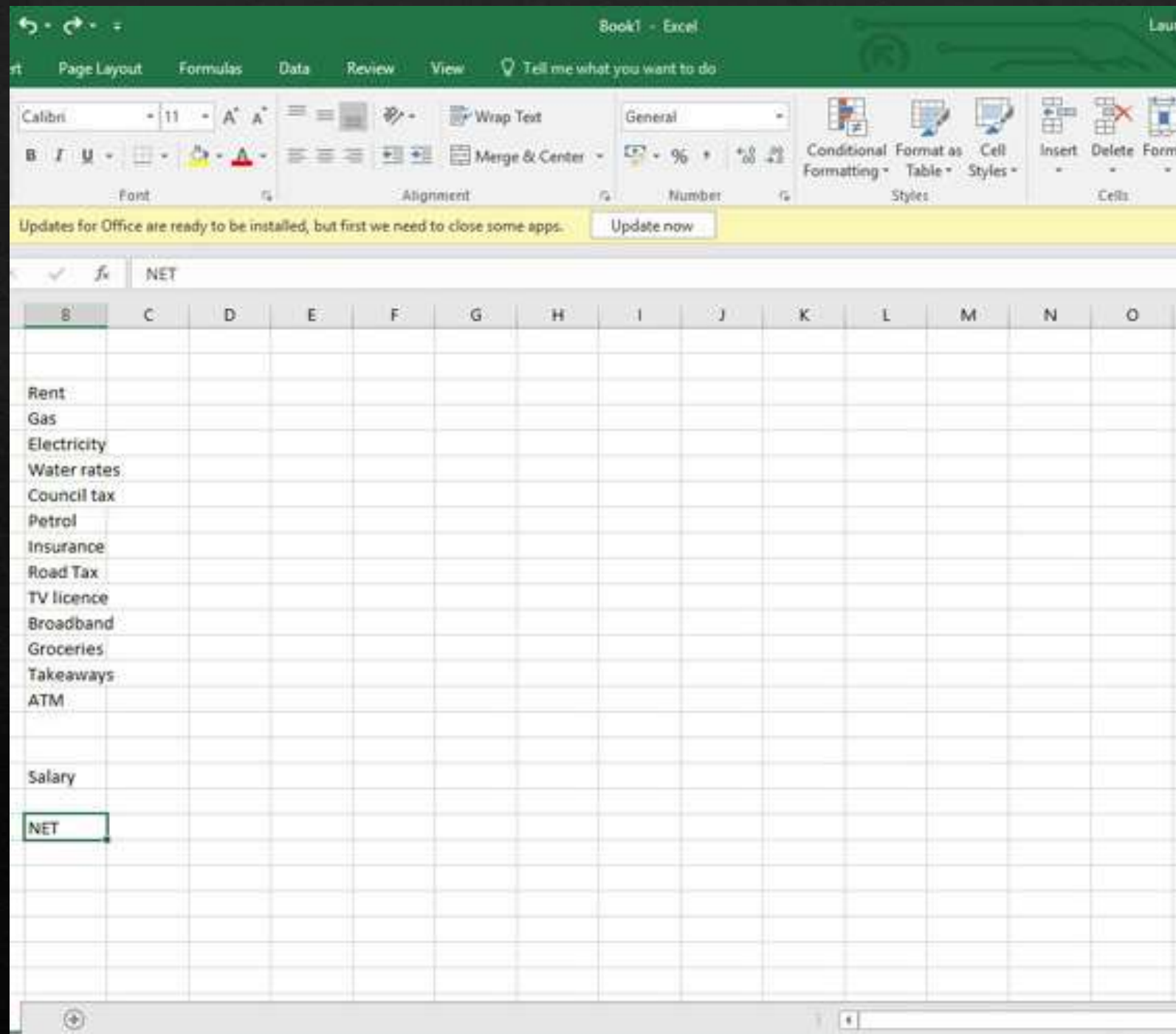
Household Income & Expenditure	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Total Income Received							
Total Expenditure							
Surplus/Overspend (Deficit)							



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



Headings = 6 Months

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

AutoSave Off

File Home Insert Page Layout Formulas Data Review View Tell me what

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

UPDATES AVAILABLE Updates for Office are ready to be installed, but first we need to close some apps.

C15 : fx 100

	A	B	C	D	E	F	G
1							
2	OUTGOINGS		JAN	FEB	MAR	APR	MAY
3	Bills	Rent	1200				
4		Gas	0				
5		Electricity	0				
6		Water rates	150				
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				
16	TOTAL						

Add up the total outgoings

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

The screenshot shows the Microsoft Excel interface. The formula bar at the top displays the formula `=SUM(C3:C15)`. Below the formula bar, a table is visible with columns labeled A through G and rows 1 through 20. The table contains the following data:

	A	B	C	D	E	F	G
1							
2	OUTGOINGS		JAN	FEB	MAR	APR	MAY
3	Bills	Rent	1200				
4		Gas	0				
5		Electricity	0				
6		Water rates	150				
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				
16	TOTAL		C3:C15)				
17							
18	INCOME	Salary					
19							
20	NET	NET					

AutoSave Off

File Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Font: 12, B I U, A

Alignment: Wrap, Merge

UPDATES AVAILABLE Updates for Office are ready to be installed, but first we need to close some

SUM : X ✓ fx =C18-C16

	A	B	C	D	E	F
1						
2	OUTGOINGS		JAN	FEB	MAR	APR
3	Bills	Rent	1200			
4		Gas	0			
5		Electricity	0			
6		Water rates	150			
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			
16	TOTAL		2337			
17						
18	INCOME	Salary	2000			
19						
20	NET	NET	=C18-C16			
21						
22						
23						
24						

AutoSave Off

File Home Insert Page Layout Formulas Data Review

Cut Copy Paste Format Painter Clipboard

Font: Calibri, 11, B I U, A

Alignment: Alig

UPDATES AVAILABLE Updates for Office are ready to be installed, but first we need

C3 : X ✓ fx 1200

	A	B	C	D	E
1					
2	OUTGOINGS		JAN	FEB	MAR
3	Bills	Rent	1200		
4		Gas	0		
5		Electricity	0		
6		Water rates	150		
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		
16	TOTAL		2337		
17					
18	INCOME	Salary	2000		
19					
20	NET	NET	-337		
21					
22					

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?



i shine not burn

British Union Conference Camporee

scotland
2021

26 JULY-1 AUGUST 2021



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)	B	121	55	30	195	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	50	300	60	
Miscellaneous (Mobile, Hair, Entertainment)	100	50	0	20	20	20	
Tithes & Offering	32	1	0	5	30	0	
Travel	150	50	50	50	50	30	
Clothing	50	0	0	0	0	0	
Takeaways/Lunch	50	30	5	5	5	5	
(B) Total Cash Spent/Expenditure	382	131	55	80	105	55	
(A - B) = Cash Surplus/Overspend (Deficit)	(62)	(121)	(55)	(30)	195	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

 **THE BANK**

1 2 - 3 4 - 5 6

Pay _____

Date _____

Do not mark below this line

⑆ 1 2 3 4 5 ⑆ 6 7 ⑆ 8 9 1 0 ⑆ 1 1 1 2 ⑆ 3 1 4

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

FIRST BANK OF WIKI 01-02-03
SHEFFIELD CITY CENTRE BRANCH
DATE 22/01/2006

PAY Wikimedia Foundation
One Hundred Pounds Only £ 100-00

ACCOUNT PAYEE
MR. JOHN JONES
John Jones

First Bank of Wiki Plc
010104

Cheque No. Branch Sort Code Account No.
① ② ③ ④ ⑤ ⑥ ⑦
⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱ ⑲ ⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉖ ㉗ ㉘ ㉙ ㉚ ㉛ ㉜ ㉝ ㉞ ㉟ ㊱ ㊲ ㊳ ㊴ ㊵ ㊶ ㊷ ㊸ ㊹ ㊺ ㊻ ㊼ ㊽ ㊾ ㊿

1. Add up the total of each item shown.

2. Fill out a receipt for the Invoice #4



Dagenham Eagles Invoice

To: **Carol Brown**

Date: **11-Jan-20**

Invoice

#: **4**

Customer ID: **Carol**

Brown

Tel: xxxxxxxxxxxx

Our Reference	Job	Payment Terms	Delivery Date
DCW/Plaistow PF/04	PBE	1 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 _____

No. _____

Received From _____

Amount _____

Amount _____

For Payment of _____

Paid by Cash

Cheque No.

Received By _____

BACS

Balance Due _____

This Payment _____

Brilliant!High Five!



RECEIPT

Date July 2 2020

No. DJW/01

Received From Levi Johnson

Amount

£30.00

Amount Thirty Pounds and Zero Pence Only Pounds

For Payment of PPE - Customised Facial Masks - 2 Black and 1 Orange

From _____ to _____

Paid by Cash
 Cheque No. _____
 BACS

Received By Daniel Weekes

Dagenham Eagles Treasury Team
Teen Leadership Trainee
Level 3

Account Amt	£30.00
This Payment	£30.00
Balance Due	£0.00

					<i>Messenger £14.00</i>		Registered 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 <i>13th £8.00 AWR £2.00</i>	Local <i>£9.00</i>	SEC Registered Charity
133969 0 <i>05/03/2011</i>	Received with thanks from: <i>M Hughes</i>	Total <i>£209.00</i>	Tithe <i>£123.00</i>	Sab Sch <i>£84.00</i>	Other	Local <i>£2.00</i>	SEC Registered Charity
133969 0 <i>05/03/2011</i>	Received with thanks from: <i>B Kidd</i>	Total <i>£159.00</i>	Tithe <i>£154.00</i>	Sab Sch <i>£2.00</i>	Other <i>13th £1.00 ADRA £1.00</i>	Local <i>£1.00</i>	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 <i>13th £14.00 N-Bold Col £15.00</i>	Local <i>£12.00</i>	SEC Registered Charity
133969 0 <i>12/03/2011</i>	Received with thanks from: <i>T Cruise</i>	Total <i>£538.00</i>	Tithe <i>£451.00</i>	Sab Sch <i>£48.00</i>	Other <i>13th £34.00 ADRA £5.00</i>	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 <i>N-Bold Col £3.00</i>	Local	SEC Registered Charity
133969 0 <i>12/03/2011</i>	Received with thanks from: <i>M Fox</i>	Total <i>£29.00</i>	Tithe <i>£15.00</i>	Sab Sch	Other <i>13th £2.00 AWR £8.00</i>	Local <i>£4.00</i>	SEC Registered Charity
133969 0	Received with thanks from:	Total	Tithe	Sab Sch	Other	Local	SEC

North England
Conference, Pathfinder
and AMR Department

Total amount owed
£58.55

10	CAMPING SKILLS I - Award, Restricted	6.00
10	BOOK KEEPING -	6.00



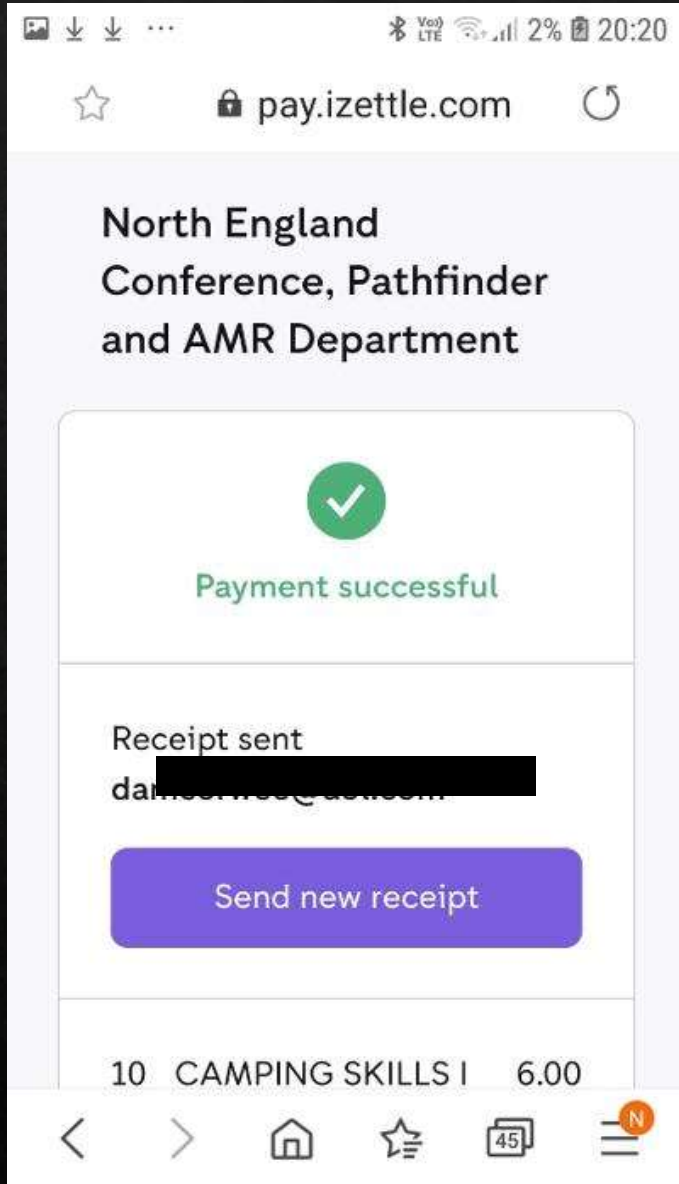
3c. Buy & Pay Online



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

Pay

Samsung Pay



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

NAME OF CHURCH: _____ 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

Total Local Evg: _____

LOCAL DEVELOPMENT

Church Building Fund
Other

Total Local Dev: _____

TOTAL INCOME LESS TOTAL EXPENSES: £ _____



Date	Description	Ref	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 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

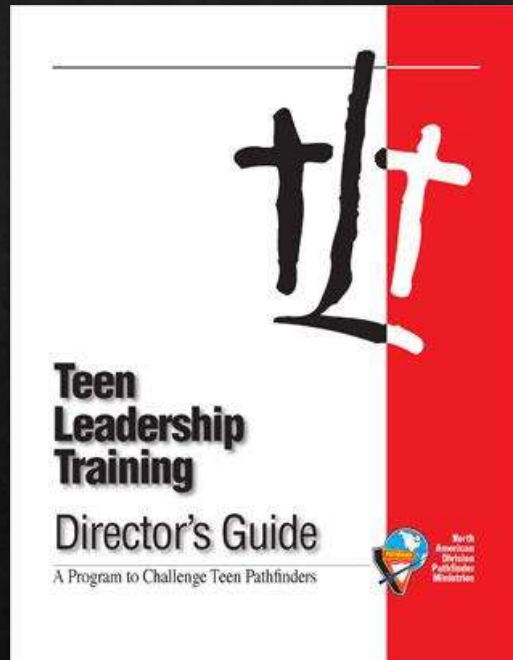


Plans for the Third Quarter:

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 the Third Quarter:			
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	
21/08/2020	10 x £100 Deposits for BUC Camporee	1,000.00	
30/08/2020	Printer Purchased	83.98	
	C. TOTAL SPENT TO DATE IN THIRD QUARTER		1,093.98

Fantastic!High Five!



3f. Auto Mileage Log

MONTH		YEAR			ODOMETER READING			MPG's & Cost	Parking & Toll Costs	Misc. Expense	
DAY	DESTINATIONS	B	F	PURPOSE	BEGIN	END	TRIP				
Forward the balances from the previous page if it is for the same month											
21	Scottsdale		x	Visit Family	21,352	21,401	49	\$24.78 25 mpg	2.50		
22	CompuCorp	x		Sales Appt.	21,415	21,445	30				
23	Wilson Engineering, IMC Co.	x		Sales Appts.	21,491	22,615	124			1.00	
24	Applied Tek	x		Planning & Design Meeting	22,644	22,695	51		1.00		
25	Inter-Print	x		Meet with Printers	22,724	22,748	24				
26	CompuCorp, IMC Co.	x		Follow-up Meeting	22,801	22,844	43				
27	Rx-Pharmaceutical	x		Demonstrate Equipment	22,860	22,891	31	\$20.78 21 mpg	2.50		
28-29	Mountains		x	Hiking with Friends	22,899	23,212	213	\$25.75 24 mpg	2.00		
30	Desert Shipping	x		Resolve transport prob.	23,219	23,238	19				
31	Inter-Print, IMC Co.	x		p/u printing, deliver	23,256	23,284	28				
Get FREE current tax saving tips at www.mileagebooks.com <small>© 2000, Business Mileages, a division of Carter Marketing, Inc.</small>					SUBTOTAL OF THE PAGE			612	70.09	8.00	1.00
					TOTAL FOR THE MONTH			1352	163.15	17.50	3.00

Brilliant!High Five!



EXPENDITURE REQUISITION FORM

Name of Church: _____

CHEQUE NO:

Date: _____ Year: _____

PERSON RECEIVING MONEY:

Department: _____

Print Name: _____

Telephone: _____

Receipts/Invoices attached? Yes / No

REASON FOR DISBURSEMENT:	£

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

Date: _____

Authorised by: _____

Issued by: _____

3g.
Expense
Records

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:

$$A = 10,000 (1 + (0.03875 \times 5)) = 11937.5$$

$$A = \text{£}11,937.50$$

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.

Awesome!High Five!





Reflective Questions



Interview

Church Treasurer



Thank you