

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				
2	Weekly Sales	-93.45		-4.45	-89.00				89.00					
6	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	-44.00						46.00			
15	Weekly Sales	1008.00	48.00		960.00	960.00								
15	Store Stock Purchased	-1963.75		-86.75	-1775.00			1775.00						
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								
23	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	517.75	-134.79	6444.70	9280.00	1035.00	1775.00	89.00	12.50	46.00	1300.00	600.00	45.80

Bookkeeping Procedures Manual

Steven M Bragg



Bookkeeping Procedures Manual:

Accounting Policies and Procedures Manual Steven M. Bragg, 2007-09-17 Now in a fifth edition Accounting Policies and Procedures Manual A Blueprint for Running an Effective and Efficient Department is a how to guide on creating an effective and efficient accounting department policies and procedures manual Written by Steven Bragg the foremost authority in accounting and controllership issues the new edition includes A new complimentary Web site providing readers with the foundation for creating or enhancing their accounting department policies and procedures manual More coverage of accounting procedures including inventory billing cash receipts pricing order entry credit collections sales returns capital budgeting cash forecasting payroll and closing the books Accounting Policies and Procedures Manual is the tool every accounting department needs to regularize and systematize its procedures to match the best in the industry Accounting Policies and Procedures Manual Bizmanualz, 2004 Accounting Policies and Procedures Manual Easily create your accounting Policy Manual to Control Cash Assets Purchasing and Department Administration Procedures This Manual can help you quickly create and implement a system of accounting policies and procedures These easily editable procedures provide the internal control needed to protect your business as well as comply with generally accepted accounting practices and regulations like Sarbanes Oxley Thoroughly researched and reviewed by industry experts these pre written policies and procedures are based on years of experience in areas such as travel and expense receiving procurement purchasing shipping auditing accounts payable and receivable and cash drawer practices Developing policies and procedures are listed as a key control activity in the COSO publication Internal Control Integrated Framework The Securities and Exchange Commission SEC and the Public Company Accounting Oversight Board PCAOB both point to this COSO document as an example of internal controls that comply with Sarbanes Oxley requirements Designed for busy professionals like CFOs Controllers Accounting Managers and Business Owners the Accounting Policies and Procedures Manual can save you hundreds of hours in research development writing and review of needed procedures for control and compliance It will improve business performance by developing consistency and standards It contains 39 accounting procedures that cover over 150 accounting activities 54 supporting accounting forms and a guide to embezzlement prevention This new edition also includes updated and complete job descriptions for every job referenced in the text There is no need to start from scratch it has already been done for you **Policies and Procedures Manual for Accounting and Financial Control** Douglas W. Kurz, 2003-05

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