

# 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 & Postage
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	650.00	32.50		650.00		650.00							
15	Weekly Sales	2026.00	96.00		1930.00	1930.00								
17	Supplies	-46.36		-2.36	-46.00						46.00			
21	Weekly Sales	1000.00	48.00		960.00	960.00								
25	Store Stock Purchased	-1365.75		-68.75	-1375.00			1375.00						
27	Legal Fees	-525.00		-25.00	-500.00							500.00		
28	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	6449.70	9290.00	1035.00	1375.00	89.00	12.50	46.00	1300.00	600.00	45.80

# Manual Bookkeeping Templates

**LL Leslie**



## **Manual Bookkeeping Templates:**

## Reviewing **Manual Bookkeeping Templates**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Manual Bookkeeping Templates**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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