BOOKKEEPING SYSTEM - Small Borrower

Name

Street or Post Office Box

City, State, and ZIP Code

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0033. The time required to complete this information collection is estimated to average 100 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



CHECK REGISTER AND CASH DEPOSITS

Month of <u>Dec.</u> 19 \underline{XX}

Illustrations of Various Bookkeeping Entries

Page No.

		I	1	[СО	ΝT	FROL	AC	СО	UΝΤ	S					
		Chaok	1			Gener	ral					Debt	*								Re	eserve (sat	vings count)
	Date	Check Number	Description/Payee	DR. Dep	osit	CR. Di	isb.	Balance	e	DR. Der	posit	CR. Di	isb.	Balance	DR. D	eposit	CR. D	isb.	Balance	DR. D		1	
			Amount Forward	46,582	_	38,444	-	8,138	-	23,920	-	_		23,920 –						2,420	/		32,813 –
1	12/1	_	Transfer to Debt Servicee	Í'		2,175		5,963	-	2.175	_			26,095									
2	12/1	489	Transfer to Reserve (2)			220	<u> </u>	5,743	-											220	·		
3	12/2	490	County Wide Electric Co. (3)			150		5,593	-														
4	12/3	491	Carens Office Supply (3)			26		5,367	-														
5	12/3	Deposit	1st National Bank (4)	1,750			Ĺ	7,317	-														
6	12/7	492	M & M Contracting ③	 '		498	<u> -</u> '	6,819	-														
7	12/8	493	U. S. Postmaster ③	 '		50		6,769	-														
8	12/12	494	City Wide Trucking (3)	 '		63	'	6,706	-														
9	12/12	Deposit	1st National Bank (4)	1,245		ļ!	ļ'	7,951	-											_			!
10	12/15	495	Rhodes Building Supply (3)	 '	'	22	<u> -</u> '	7,929	-												<u> </u>		!
11	12/21	496	Browns Stationery (3)	 '		18	8 –	7,911	-														
12	12/21	Deposit	1st National Bank (4)	300		'	<u> </u>	8,211	-														
13	12/22	497	USDA - Rural Development - RHS (5)	 '		!	<u> </u>					26,095	_	-0-									
14	12/30	Deposit	Interest earned on saving 6	 '		ļ'	L_'													425			33,458 –
15	12/30	498	Mary L. Swift (7)	 '		426	<u> -</u> '	7,785	-			L											
16		,		1			1 /		I	т І							DIIG	· I		I			
17		ļļ	$\begin{array}{c} \hline 1 \\ \hline 2 \\ \hline \end{array}$ Transfer for loan payment per loa				· ,·				(5	_		DA, Rural D	-				•		-	ıcipal & i	nterest
18	,	,	2 Monthly transfer to reserve accou (check payable to saving.	-		ı resou	utioi	п			Ċ	/		ord interest .oan	t earn	ed o	n Savı	ngs	creattea	by Sav	'nng		
19	,	,!	_ ③ Expenses paid		,						Ć	_		roll expens	e - d	etail	record	led i	in Payro	ll Regis	ster		
20		ļ	4 Bank deposits (see Income Record	d for de	etail	<i>l</i>)					(8	-	•	ig down m					•	0			
21		,!	<u> </u> '	L	<u> </u>	<u> </u>	<u> </u>							I '					I	_	<u> </u>		_
22		ļļ	<u> </u>	<u> </u>		<u> </u>																	
			TOTAL for page/month (8)	3,295		3,648				2,175	_	26,095	_							64.	5 _		
			TOTAL year to date forward (8)	49,877	-	42,092	2 -	7,785	-	26,095	-	26,095	-	-0-						3,065	5 –	_	33,458 –

* For borrowers making monthly debt service payments, this account is not necessary. Use General Account.

BOOKKEEPING SYSTEM

HEADING UP PAGES

This bookkeeping system has been designed for small organizations as a method of recording and maintaining accounting transactions and as the source for preparing the required financial reports. Since this system is designed for the small business it contains only the minimum number of transaction schedules. You may wish to supplement these with additional records and forms as may be necessary for your particular operation.

This book, together with any additional records, paid bills, cancelled checks, payroll earnings, bank deposit receipts, etc., should be filed in an orderly manner and stored in a safe place. For most small organizations, the checkbook and bank deposit transaction slips are the prime source for entries into business records.

Record keeping and business aids are also available from the Department of the Treasury (Internal Revenue Service) and the Small Business Administration. Some of these publications are:

IRS Publication 583, "Record Keeping for a Small Business".

SBA Management Series No. 15, "A Handbook of Small Business Finance".

MANAGEMENT AND BOOKKEEPING ASSISTANCE

FREE MANAGEMENT AND BOOKKEEPING ASSISTANCE IS AVAILABLE FROM VARIOUS ORGANIZATIONS. CONTACT YOUR LOCAL DISTRICT DIRECTOR FOR THEIR NAMES.

INSTRUCTIONS

Illustrations and Examples

- 1. Accounts to be used by your organization must conform to those contained in your Loan Resolution (Form RD 1942-9).
- 2. Sample entries for various bookkeeping transaction's are included in this booklet, followed by a supply of blank forms. Please note that the sample entries for the "Check Register and Cash Deposit" form are for the accounts contained in the most recent edition of the Loan Resolution. These are: General, Debt and Reserve.
- 3. For organizations who have signed Loan Resolution forms dated prior to January 29, 1981, the following accounts should be entered on the "Check Register and Cash Deposits" form: Revenue, Debt, Operations & Maintenance, Reserve. All entries affecting these accounts should be made in accordance with the Loan Resolution.

Check Register and Cash Deposits Page

- 1. Enter balances in appropriate "Control Accounts" under "General", "Debt" and Reserve" on the Amount Forward Line. (Borrowers making monthly debt service payments will not need a "Debt" service account. These payments can be made from the "General" account.) During the construction period the "General" account heading may be changed to "Construction" account.
- 2. For those accounts which are <u>not</u> maintained as separate bank accounts, transfers are made as bookkeeping entries on the "Check Register and Cash Deposits" form. (See item 1) in example.) For accounts which are maintained in separate bank accounts, transfers of cash should be made by check (See item 2) in example).

<u>NOTE</u>: The Reserve Account should be a separate savings account.

Disbursement Record Page

- 1. Head up disbursement columns with appropriate categories.
- 2. Enter balances on next line, "Amount Forward".

Income Record Page

1. Head up columns for types of income received.

BANK DEPOSITS

- 1. Enter total amount of deposit into appropriate account on "Check Register and Cash Deposit" page.
- 2. On the "Income Record" detail the types of income included in the total deposit entered in item 1 above, i.e., meter deposits, sales, penalties, membership, etc.

CHECKS WRITTEN

1. Record all checks written in your check book on the "Check Register and Cash Deposits" form. Record each check and make appropriate distribution as shown in example.

CHECK REGISTER AND CASH DEPOSITS

Month of _____ 19

Page No.

			19						CONT	FROL	ACO	col	JNTS						Pager	
	Data	Check	Departmentions (Department	DR. Deposit		Delener				Balance										Delanas
	Date	Number	Description/Payee Amount Forward	DR. Deposit	CR. DISD.	Balance	DR. De	posit	CR. DISD.	Balance	DR. DE	eposit	CR. DISD	. Bai	ance	DR. De	posit	CR. DR	3D.	Balance
			Amount Forward											_	_				—	
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			TOTAL for page/month																\top	
			TOTAL year to date forward				Ī													

DISBURSEMENT RECORD

M	onth of	19 _		 										-		Pag	e No
1																	
2																	
3																	
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16 17					 										_		
					 										+		
18 19															+		
20															+		
21															+		
22															+		

BILLS PAYABLE

Date	To Whom Due	Type of Expense	When Due	Amount	Date	To Whom Due	Type of Expense	When Due	Amount
				\$					\$
					1				
			This form	n can be used to	list all bill	s which have			
			been rece	eived for services	rendered or	items received			
			and are	unpaid. The tota	l of these w	vill represent			
			accounts	payable on the l	valance shee	et.			
					1				

ACCOUNTS RECEIVABLE

Name _____

Address_____

_

Phone No. _____

Date	Description	Charges	Payments/Credits	Balance
	Balance	Forward —		\$
		\$	\$	
	This form is designed to be duplicated and kep in a binder as a record of each account receiv The total of all pages will be the grand total accounts receivable for your Balance Sheet.	able.		
	Designed For Use By All Borrowers			
	<u>Except Water & Waste</u>	1		

SUMMARY OF ACCOUNTS

_{Year} 19XX

																		Year <u>1977</u>
	July		Aug.		Sept.		3rd Quarter Total	Total Year to Date	Oct.	Nov.	Dec.		4th Quarter Total	Total Year to Date	c			
1																		
2											3,250	_		46,471	_			
3											-0-			96	_			
4											45	_		670	_			
5											425	_		425	_			
6											3,720 _{<}	_	ber	47,662	_			
7							nber						cember	K		Totals fro	m	"Income
8							Septembe						De			Record",		
9											-0-		r &	595	_	year to c	late.	-
10							st &				-0-		ovembe	417	_			
11							n8m				44	_	love	244	_			
12											498	_		1,573	_			
13							uly -				22	_	er -	100	_			
14							c JJuly				150	_	ctober	4,723	_			
15							l of				426	_	of O	5,192	_			
16							[ota]				113	_		513	_			
17											23,217	_	Total	23,217	_			
18											24,470	_		36,574	_			
19		I							 _		17							
20								ome & expense										
21								months, quarters accruals, etc. ca				Ĭ	Totals are fro					
22						-	-	Income & Equ					Records", mo	nth and	year	to date.		
23		,	, , .	,		. 7	.1	-										
24		-		-	-		-	December & yea em. Pennies hav										
25	omitted.		en enter p	~~8				2										
26				1	1				I I									

CUSTOMER ACCOUNT (Accounts Receivable)

Name				-						Meter N	lo				
Address										Deposi	t Amo	ount			
										Date of	Dep	osit			
Dhana Na											•				
Phone No															
Date	Meter Begining	Reading Ending	Gallons Used	Amour of Char		Othe Charg		Taxes		Total Due	•	Amount Paid		Balanc	æ
					3-			Forwar					-		
															<u> </u>
				\$		\$		\$		\$		\$		\$	
									_						<u> </u>
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		This form is													
		in a binder						Ine							
		total of all						Sheet							<u> </u>
		customer ac	counts rece	ivable jo	n y	our Баі	ance	e Sneel.							
		Dasia	<u>ned For Wa</u>	ator & L	Nast	a System	201 C								
		<u>Design</u> <u>Only</u>	<u>ilea 101 m</u>	<u>iier a v</u>	vusi	<u>e syster</u>	<u>115</u>								
		<u>0111</u>													<u> </u>
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<u>├</u>														-	

SUMMARY OF ACCOUNTS

										Year 19XX
	Accounts	Jan.	Feb.		1st Quarter Total	April	May	June	4th Quarter Total	Total Year to Date
1	Income									
2	Sales									
3	Service charges	Head up mor	thly column.							
4	Penalties	• List accounts	from "Income	,						
5	Interest	Record" & "	Disbursement	Record".						
6	Total Income									
7										
8	Expense				ų					su
9	Chemicals /				March				•	Columns
10	Insurance	•	Summarize by	Quarter.	& V				June	
11	Office supplies				ury				ş	Quarter
12	<i>Repairs</i>				February				May	бт
13	Supplies 4				Fe					Second
14	Utilities								April	Sec
15	Salaries				Januar				۴.	¢¢
16	Miscellaneous								d of	First
17	Interest note: do not include principa	l			of				Total	of
18	Total Expense				Total					Total
19										22
20										
21										
22										
23										
24										
25										
26										

_{Year} 19XX

PAYROLL REGISTER

_{Year} 19XX

										ear
			Earnings				ctions			
Name	Pay Period	Regular	Other	Total	Fed. Tax	Soc. Sec.	State Tax	Other	Net Pay	Check No.
Mary L. Swift	12–30	500.00		500.00	40.00	29.25	4.75		426.00	498
		/								
					• Net	amount app 1e 15 of exar	ears in Cheo	ck Register, _		
	• Reco	ord detail of	payroll eari	nings.	lin	ie 15 of exai	nple.	. –		
			1	1	1	1		1		

PROPERTY, PLANT AND EQUIPMENT REGISTER

						Year 19XX	K
Date	Check No.	Description	Land	Plant	Equipment	Office Furniture Fixtures	& 3
			\$	\$	\$	\$	
							+
		This form is used to accumulate purchases of					
		property, plant & equipment.					
							-
							+
							<u> </u>
							+
							1
							+
							+
							-
							<u> </u>

INCOME RECORD

Month of <u>December</u> 19 XX

Page No._____

			ſ										Types of Income	
	Date	Total Depos	sits	Sales	,	Service Charge		Penalti	es	Reserv Accour Interest	ıt			
Amo	unt Fwd.	43,942	_	43,221 -	_	96	-	625	_	-0-		\leq		
1	12-3	1,750	_	1,725 -	_			25	_					
2	12-12	1,245	_	1,225 -	_			20	_					
3	12-21	300	_	300 -	_									
4	12-30	425	_	Λ						425	_			
5		\wedge		·			~							
6														
7					\neg									
8							<u> </u>				<u> </u>	└── •	Amounts forward	
9											_		Total daily deposits by type of income	
10													Total amount agrees by day with posting to Revenue and/or	
11													Reserve Account in "Check Register & Cash Deposits" Form.	
12													Monthly & year to date totals.	
13											_			
14												1		
15														
16														
17							,							
18														
19							/							
20					\triangleleft									
21														
22			\square		\downarrow									
Mor T	nthly-Page OTALS	3,720	-	3.250	_	-0-		45	_	425	_			
Yea TO	r To Date IAL-FWD	47,662	_	46,471	- [96	_	670	_	425	_			

DISBURSEMENT RECORD

Мо	onth of <u>Dece</u>	<i>mber</i> 19	XX																				Page N	No
	Chemicals	Insurance	e Sup	fice plies	Repairs	Suppli	ies	Utilities	Sale	aries			USDA, I Inter		<u> </u>	/	>	USDA, Princ						
	595 –	417 -	20	0 -	1,075 –	78	_	4,573	4,76	6 –	400	_	-0-					_0_						
1								```																
2										\setminus														
3								150 -	-					1										
4			26	_				\bigwedge						enter	• headi	ngs								
5			\uparrow											Amo	unts for	<u>rwa</u>	<u>rd</u>							
6					498 –												<u>Forward</u> to	otals	_					
7											50	_					f <u>Amount</u> Page/Mont	h tota	1 _					
8											63	_		<u> </u>	<u>uru</u> pr			<u>n</u> 10101	ι 					
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10						22	_		_											_				
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14									_			4								_				
15				Ă					42	6 –	· /									_				
16									_											_				
17																				_				
18			Frece	ord d	istribution c	of checks	s wi	ritten on j	facing	page										_				
19			e mor	nthly	& year to	date tot	als d	equal the	totals	for	 /									_	 			
20		\vdash	\setminus dist	bursen	nents from	the Gen	eral	& Debt	Accour		1/													
21			less	cash	transfers f	from the	Ge	neral Acc	ount.	_	/										<u> </u>			
22											<u>/</u>										<u> </u>			
				4 –	498 –	22	_	150 -	- 42	-1 M	113		23,217					2,878		_				
	595 –	417–	24	4 -	1,573 –	100	_	4,723 -	- 5,19	$2 \mid \frac{\sqrt{2}}{2}$	513	-	23,217	1 -				2,878	-					

INCOME RECORD

M	onth of	19												Р	age N	No	
	1							Ту	/pes	of Income							
	Date	Total Deposits															
Am	ount Fwd.																
1																	
2																	
3																	
4																	
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Mo	onthly-Page TOTALS																
Ye TC	ar To Date DTAL-FWD																

PROPERTY, PLANT AND EQUIPMENT REGISTER

						Year
Date	Check No.	Description	Land	Plant	Equipment	Office Furniture & Fixtures
			\$	\$	\$	\$

SUMMARY OF ACCOUNTS

									Year	
		3rd Quarter Total	Total Year to Date			4th Quarter Total	Total Year to Date			
1										
2										
3										
4										
5										
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20										
21										
22										
23 24 25 26										
25										
26										

ACCOUNTS RECEIVABLE

Name_____

Address _____

Phone No.

Date	Description	Charges	Payments/Credit	s Balance
	Balance	Forward —	\$	
		\$	\$	

CUSTOMER ACCOUNT (Accounts Receivable)

Name		Meter No													
Address				Deposit Amount Date of Deposit											
										Date of	[:] Dep	osit			
Phone No.															
	Meter	Reading	Gallons	Amour		Other		_		Total Amount					
Date	Begining	Ending	Used	of Char	ge	Charg		Taxes		Due		Paid		Balanc	ж П
	<u> </u>	<u> </u>		<u> </u>	Balance Forward —										
				\$!	\$		\$		\$	<u> </u>	\$	<u> </u>	\$	
							<u> </u>				<u> </u>				
											<u> </u>				
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															<u> </u>
							<u> </u>				<u> </u>		<u> </u>		
											<u> </u>				

BILLS PAYABLE

Date	To Whom Due	Type of Expense	When Due	Amount	Date	To Whom Due	Type of Expense	When Due	Amount
				\$					\$