

Book-Keeping Honour Worksheet



Pathfinder Name: _____

Club: _____

Requirement 1: Use the template below to make out a household budget and keep accurate cash expense records for six (6) months

Cash Income	Sept	Oct	Nov	Dec	Jan	Feb	Total
Household Income							
Total Income							
Cash Expenditure	Sept	Oct	Nov	Dec	Jan	Feb	Total
Groceries/Takeaways							
Electricity							
Water							
Rent/Mortgage							
Council Tax							
Insurance							
Total Expenditure							

Requirement 2: Keep a personal cash record and budget for at least six months.

Cash Income	Budget	Sept	Oct	Nov	Dec	Jan	Feb
Pocket Money/Other							
Total Income							
Cash Expenditure	Budget	Sept	Oct	Nov	Dec	Jan	Feb
Mobile							
Hair							
Clothing							
Travel							
Clothing							
Toiletries							
Total Expenditure							

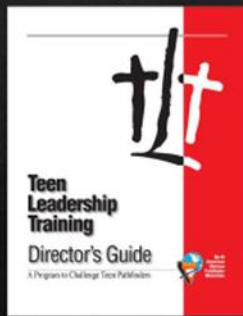
Requirement 3: Demonstrate ability to write and endorse cheques, fill out receipts, make bills and monthly statements, report expenses, keep auto mileage and expense records, and figure out simple interest.



Task 3a. Using the examples below demonstrate how to pay bills and endorse two (2) cheques

Pay Bills : Using A Cheque

2/08/2020 Pay £10.00 to SEC



23/09/20 Deposit £1,000 to BUC



3a. Write Out Cheques

The image shows a blank cheque form. At the top left, it says "THE BANK". At the top right, there is a box for the account number "1 2 3 4 - 5 6". Below this, there is a "Date" field with a line for writing. The main body of the cheque has a "Pay" field with three horizontal lines for writing the amount. To the right of the "Pay" field, there is a large empty box for writing the amount in words. At the bottom, there is a line for the MICR line with the text "Do not mark below this line" and a series of numbers "1 2 3 4 5 6 7 8 9 1 0 1 1 1 2 1 3 1 4".

3a. Write Out Cheques

THE BANK 12-34-56

Pay _____

Date _____

Do not mark below this line

⑆ 2345⑆ 67⑆ 89⑆ 0⑆ 1⑆ 2⑆ 3⑆ 4⑆

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/Plaiستow 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

Task 3b. Using the information on Dagenham Eagles Invoice, Carol Brown has paid in full on the 24/09/2020 for all the goods shown above. Fill out her receipt below.


3b. Fill Out Receipt

RECEIPT	Date _____	No. _____
Received From _____	Amount _____	
Amount _____	_____	
For Payment of _____	_____	
	Paid by <input type="checkbox"/> Cash	
	<input type="checkbox"/> Cheque No.	
Received By _____	<input type="checkbox"/> BACS	
_____	Balance Due _____	
_____	This Payment _____	

3c. Pay Bills

£58.55

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
10 Flower Arrangement	6.00



pay.izettle.com

North England Conference, Pathfinder and AMR Department

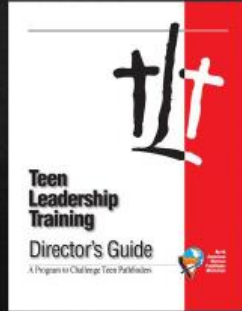
Total amount owed

£58.55

10 CAMPING SKILLS I - Award, Restricted	6.00
10 BOOK KEEPING - Award, Restricted	6.00
10 BASIC FIRST AID - Award, Restricted	6.00

3e.Report Expenses: Activity

2/08/2020 Pay £10.00 to SEC



23/09/20 Deposit £1,000 to BUC



Task 3e. Record the above expenses in the extract report below, Add the actuals to find the total spent to date in the third quarter.

Plans for the Third Quarter:

Date	Expenditure Activity	Actual	£
30 th Sept	Printer Purchased	83.98	
C. TOTAL SPENT TO DATE IN THIRD QUARTER			

Task 3f. Using 3f. Auto Mileage Log, find the total round trip in miles, spent visiting a Pathfinder family in Scottsdale and for hiking 25km in Peak District to complete master guide outdoor skills with friends before COVID-19.

3f. Auto Mileage Log

MONTH		YEAR		ODOMETER READING			MPG's & Cost	Parking & Toll Costs	Misc. Expense	
DAY	DESTINATIONS	<input type="checkbox"/>	<input type="checkbox"/>	BEGIN	END	TRIP				
Forward the balance from the previous page if it is for the same month										
21	Scottsdale	<input checked="" type="checkbox"/>	x	Visit Family	21,352	21,401	49	\$24.30 21.99¢	2.50	
22	CompuCorp	<input checked="" type="checkbox"/>	x	Sales Appt.	21,415	21,445	30			
23	Wilson Engineering, IMC Co	<input checked="" type="checkbox"/>	x	Sales Appts.	21,491	22,615	124		1.00	
24	Applied Tek	<input checked="" type="checkbox"/>	x	Planning & Design Meeting	22,644	22,695	51		1.00	
25	Inter-Print	<input checked="" type="checkbox"/>	x	Meet with Printers	22,724	22,748	24			
26	CompuCorp, IMC Co.	<input checked="" type="checkbox"/>	x	Follow-up Meeting	22,801	22,844	43			
27	Rx-Pharmaceutical	<input checked="" type="checkbox"/>	x	Demonstrate Equipment	22,860	22,891	31	\$20.75 21.99¢	2.50	
28-29	Mountains	<input checked="" type="checkbox"/>	x	Hiking with Friends	22,899	23,212	213	\$26.55 24.99¢	2.00	
30	Desert Shipping	<input checked="" type="checkbox"/>	x	Resolve transport prob.	23,219	23,238	19			
31	Inter-Print, IMC Co.	<input checked="" type="checkbox"/>	x	p/u printing, deliver	23,256	23,284	28			
Get FREE current tax saving tips at www.mileagetrucks.com © 2002, Bureau of Savings, a division of BankAmerica.com					SUBTOTAL OF THE PAGE		612	70.09	8.00	1.00
					TOTAL FOR THE MONTH		1352	163.15	17.50	3.00

Process For Expenditure/Request For Funds

True/False Quiz

1. Only parent must submit an expenditure requisition form for each item of expenditure or event
T/F?
2. Request forms must be signed by budget holders. T/F?
3. Request forms must be signed by the Pathfinder Departmental Elder/Pastor T/F?
4. All cheques must be attached/staple to the form T/F?
5. All receipts must be presented by the middle of the year for re-imbursement T/F?
6. Final cut-off date for re-imbursement will be 17th of each month T/F?
7. Church Departmental Funds/Monies spent must be authorised by the CHURCH BOARD.
T/F?
8. Only the Church Pastor can authorise emergency expenditure. T/F?

Task 3g. Complete the purchase requisition or request form below using Amazing Stitch Ltd June invoice.

Amazing Stitch Ltd

Invoice – June 2020				
CLIENT: DAGENHAM EAGLES		DATE: July 21st, 2020		CONTACT: Stewart
Item Description	Quantity	Colour	Unit cost	Total Cost
Words to be embroidered: -				
Transportation fees (*discounted)	0	N/A		4.45
Postage & Packaging (Recorded and tracked-signed for)				
Face Mask-Filtered~ Adult	30	Black & Orange		280.00
Face Mask-Filtered~ Children	4	Orange		16.00
~TOTAL BALANCE Due (WITHIN 48hrs of Receipt of Ordered items) ~				£300.45
<p>**ALL JOBS REQUIRE A 70% DEPOSIT TO BE STARTED: BALANCE DUE ON DELIVERY**</p> <p>* = one-off cost</p>				

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

Authorised by: _____

Date: _____

Issued by: _____

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?

Task 3h. Calculate in the space below, the total amount paid with interest in five (5) years, using the formula below and show your workings.

3h.Simple Interest

Simple Interest Equation

$$A = P(1 + rt)$$

Honour Signed Off By: _____

Date: _____