

Records Are Important – Here Is How!

Who

One person should assume the definite responsibility of keeping the Household Account Record. Other members of the household must help if the undertaking is to be a success.

When

Plan a definite time in your schedule for keeping your account up to date. Enter record of expenditures at least once a week.

Where

Have a definite place to keep your account record book and pencils; a business center is a good place.

Provide a large envelope to collect sales slips and receipts.

How

Use a pencil for making entries in book.

Income Received – Pages 3-9

Enter on pages 3 to 8 all income used for living expenses: the date, source and amount.

These pages are divided into months.

Add the amount column at the end of each month.

Your Spending Plan – Pages 10-11

Put your plan for spending on paper where it can be seen, used and checked; pages 10-11 will help you do this.

Record of payments – Page 12

The record of payments (page 12) is to provide a listing of payments and show when they are due.

Use of Credit Cards and Charge Accounts – Pages 13-16

Expenditures – What Goes Where – Page 17

Refer to Expenditures – What Goes Where (page 17) when in doubt as to the correct column in which an item should be entered.

Cash Paid Out – Pages 18-41

Record only those purchases pertaining to household living.

Record: What, amount paid (for whom – if the expenditure is for one particular household member) under the column headed “Goods and Services Purchased.”

Several purchases may be entered on each line under the wide column headed “Goods and Services Purchased,” but ...

Enter amount correctly in columns designated for dollars and cents under various headings such as food, clothing. Leave off the dollar and cents mark.

Use Miscellaneous column 15, **only** when the purchase cannot be recorded elsewhere.

Total the price of all items entered in each column at the end of each month.

Transfer the total of each column at end of the month to the proper line and column for that month in the Annual Summary of Cash Paid Out on page 43.

At the end of the year, add the total for 12 months under each column.

Begin a new page the first of each month. If there is not sufficient space on the page for all items purchased, attach a plain sheet of paper and continue listing items for which cash was spent.

Enter all items purchased in the month they are purchased even though they are charged and paid for later.

At end of each month

Transfer the totals of columns 1-14 (across the pages [14-37]) at the end of each month.

Add columns 1-14 and enter the total amount in column 15 on page 43.

At end of year

Add each column and enter the total amount under each column on line 13, page 43.

Work out: (1) Your total income for the year, page 9. Transfer total to line 14, page 43, and (2) Transfer total column 15, page 43, to line 15, page 43.

Remember . . .

YOU MAY NOT BE ABLE TO ACCOUNT FOR EVERY PENNY.

YOUR PRIMARY PURPOSE IS NOT BOOKKEEPING BUT **MONEY MANAGEMENT**.

FILE THIS BOOK AFTER IT IS COMPLETED IN A SAFE PLACE FOR FUTURE REFERENCE. OBTAIN A NEW BOOK FROM YOUR COUNTY EXTENSION OFFICE. BE READY FOR THE NEW YEAR.