

# FINANCIAL TRACKING SPREADSHEET INSTRUCTIONS

1. Put the month and year you will be tracking at the top of the sheet.
2. Add the STARTING BALANCE of your Service Unit Account to the appropriate spot.
3. For each transaction enter the following in the appropriate column:
  - Deposit or withdrawal
  - Date of transaction
  - To whom the money went or from whom the money came (this can be either a person or a business where you purchased items)
  - Purpose of the funds
  - Amount of transaction (withdrawals should be entered as a negative amount)
  - Category of transaction (activity/event fees, service unit funding, activity/event costs, supplies, training, recognitions, etc.)
  - The running balance in the account
4. At the end of the month, add the final balance after all transactions to the ENDING BALANCE space at the top of the page. This amount will be the starting balance for the next month.

# FINANCIAL TRACKING SPREADSHEET



MONTH:		STARTING BALANCE:
YEAR:	2015	ENDING BALANCE:

DEPOSIT OR WITHDRAWAL	DATE	TO/FROM WHOM	PURPOSE	AMOUNT	CATEGORY	BALANCE
<i>Withdrawal</i>	<i>10/12/2015</i>	<i>Cub Foods</i>	<i>Meeting Snacks</i>	<i>-\$20.97</i>	<i>Supplies</i>	