Ledger Information

Who keeps this ledger, the period it covers and the accounts you use

LEDGER

Name / business _____

Ledger no. _____

Period from _____

Period to _____

BALANCES

Opening balance _____

Closing balance _____

Currency _____

Bank / account _____

CODE	ACCOUNT / CATEGORY	TYPE income · expense	NOTES

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Ledger

Income and expenses in date order · balance = previous balance + income - expense

Month _____ Page no. _____ Brought forward _____

NO.	DATE	DESCRIPTION	ACCOUNT	REF.	INCOME	EXPENSE	BALANCE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
PAGE TOTALS							
CARRIED FORWARD							

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Account Ledger

One page per account · assets & expenses: balance + debit - credit · liabilities, equity & income: balance + credit - debit

Account name _____ Account no. _____ Page no. _____

DATE	DESCRIPTION	REF.	DEBIT	CREDIT	BALANCE
PAGE TOTALS					
CARRIED FORWARD					

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Monthly Summary

Net = income - expenses · closing balance = opening balance + net

Year _____ Ledger no. _____

MONTH	OPENING balance	INCOME	EXPENSES	NET	CLOSING balance
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
YEAR TOTAL					

NOTES

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