

# How to Read the Receipts and Expenses Report

## Receipts and Expenses Report

653: 4-H Sewing Project Webster County Extension

7/1/2018 Through 3/20/2019

653: 4-H Sewing Project

Time period that the Receipts and Expense Report covers.

Identifying account number, all 4-H clubs will have an 800 number.

List of all revenue and deposits from the defined time period. These increase your bank account.

Total of all revenue and deposits in the defined time period.

List of all spending and withdrawals from the defined time period. These decrease your bank account.

Total of all spending in the defined time period.

Current balance to date = (Revenue - Expense)

Summary of all revenue, expenses, and current balance to date.

Revenue					
Program Fee Revenue					
Date	Jour. Entry	Account #	Receipt No./Source	Description	Amount
1/4/2019		4719-0-6-000-653-2	Donation - Sewing Project	Donation	
Total Program Fee Revenue					\$127.00
<b>Total Revenue</b>					<b>\$127.00</b>
Expense					
Program Fee Expense					
Date	Jour. Entry	Account #	Payment No./Payee	Description	Amount
3/1/2019		5719-0-6-000-653-2	18221 - Name of payee	Reimbursement sewing	
Total Program Fee Expense					(\$62.96)
<b>Total Expense</b>					<b>(\$62.96)</b>
<b>Total Net Income:</b>					<b>\$64.04</b>
<b>Balance: 3/20/2019</b>					<b>\$64.04</b>

Total Beginning Balance:	\$0.00
Total Revenue:	\$127.00
Total Expense:	(\$62.96)
Total 7/1/2018 to 3/20/2019 Net Revenue and Expense:	\$64.04
<b>Balance: 3/20/2019</b>	<b>\$64.04</b>

