Home Based Business Accounting Record

With GST Provision and
Cash and Bank Reconciliation

Company Name:_____

Period Covered:_____

HOW TO POST THE ACCOUNT BOOK

Income
- If you have charge sales- use the first six lines posting daily from till tapes. If a till is not used, enter the name of each income source.
- If no charge sales- set up your own headings on line (7) to (14).
- Enter bank deposits on line (15).

Expenses
- Enter date, who paid to, whether paid by cash or cheque. Place the same amount under distribution.
- Set up headings in items (7) t o (14) that are used most by your business. Other Items go on line (15) (Misc).

Income:		(1)	(2)		(3)		(4)		(5)		(6)	
Date	Particulars	Folio	Cash Sales		Charge Sales		GST		Rec'd On Account		Sales Total	
	Total Forward											
		(1)	(2)		(3)		(4)		(5)		(6)	
		Folio	Cash Sales		Charge Sales		GST		Rec'd On Account		Sales Total	

(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
																Bank Deposit	
(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	

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	Total Forward											
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Expenses:		(1)	(2)		(3)		(4)		(5)		(6)	
		Cheque Number	Paid By				Personal Drawings		Goods Purchased for Resale		GST	
Date	Particulars		Cheque		Cash							
Expenses:												

(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
																Misc.	

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			Cheque		Cash							

(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
																Misc.	
(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	

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Date	Particulars	Cheque Number	Paid By				Personal Drawings		Goods Purchased for Resale		GST	
			Cheque		Cash							

(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
																Misc.	
(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	

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(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
																Misc.	
(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	

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(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
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(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
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			Cheque		Cash							

(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
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			Cheque		Cash							

(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
																Misc.	
(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	

Expenses:		(1)	(2)		(3)		(4)		(5)		(6)	
			Paid By						Goods			
Date	Particulars	Cheque Number	Cheque		Cash		Personal Drawings		Purchased for Resale		GST	

(7)		(8)		(9)		(10)		(11)		(12)		(13)		(14)		(15)	
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