

**A Functional Ledger**  
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This document is written to explain the use of the ledger spreadsheet that I created for my use while I was Exchequer for the Barony of the Sacred Stone.

If you have this document, hopefully you also received a blank ledger to begin with; if not please contact me and I'll send you one.

Please note that there is nothing stating what form or software you should use to maintain your checking account. Some folks use the booklet that comes with the checkbook. Some use some form of accounting software. Some use the ledger that can be found on the Kingdom of Atlantia Exchequer website. Some make their own. I made my own. When I started as Exchequer, I found that the spreadsheets my predecessor used didn't work for me, so I began using Microsoft Money. That also did not work – it was fine for tracking the bank account, and balancing the bank account, but it didn't help me when I was trying to do the quarterly report. I wanted something that I could use to record not just the dollars in and dollars out, but also where they should go on the report. I offer it as a possible tool, and am not telling you that you must use it.

So this is the ledger that I created, and here is how I used it. Please note that I assume that you do know something about how to use Excel, so I'm not going to spell out every little thing, just those that you may not have encountered.

The blank version is called Blank Ledger. I save that as is and never edit it. Instead, at the beginning of each year, I copy it and name it for the year ("2015 Ledger", "2016 Ledger"), so my blank ledger is always there for disaster recovery.

Once I have the new ledger for the year, I edit it. My starting balance, which comes over from the blank ledger as 18338.27, should be edited to be your ending balance from the previous year. I also add in all outstanding checks and deposits (checks and deposits that had not hit the bank for the last bank statement of the year).

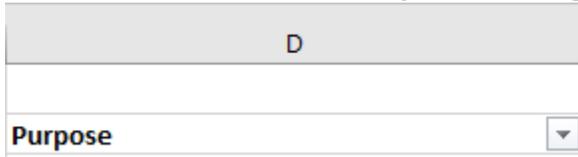
As you enter the checks and deposits, you'll notice that column H is automatically calculating your balance. If you select cell H3, the formula line shows "=(H1-F3)". That is the only formula that looks like that. The rest of the column has formulas that look like " =IF(ISBLANK(B4)," ",H3-F4+G4)" (that is the formula for cell H4. The numbers change for each cell). For those of you who have not worked with formulas, that says – If cell B4 is blank, then put a space here, otherwise, put the result of cell H3 less whatever is in cell F4, plus whatever is in cell G4. Plug some numbers into F4 and/or G4 to see the results.

In order for the formulas to work, you may not skip any rows.

If you have the same kind of OCD that I do, and you want the dates to be in order, so you insert a row, or you grab several rows and sort them by date, it will break the formula in cell Hn. You can fix that by selecting an H cell above where the breakage occurred, copy it, and paste it down the column. You can also fix it by using the go-back arrow and reverse out the change you made to accommodate your OCD and just try to ignore those dates.

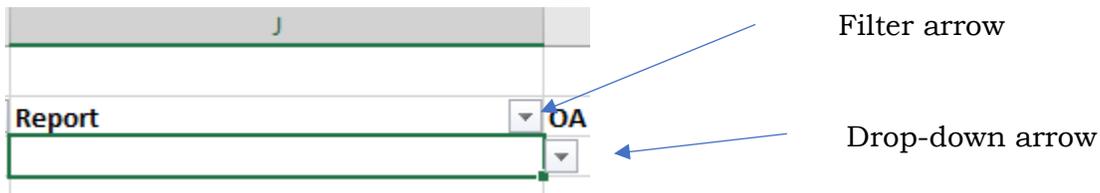
So far, this is nothing but a checkbook register. The fun stuff is in columns J and K.

First let's talk about filtering versus drop-downs. A filtered column looks like this:



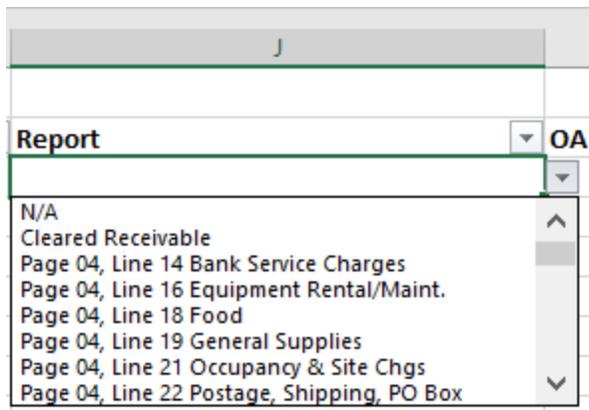
That little down-arrow means you can filter that column. After you have some data in there, play with it a little. Just remember to unfilter it so you don't lose track of your data.

A column with a drop-down has a very similar arrow just outside of the empty cell, like this:



That column, column J, Report, shows all the pages and fields on a medium report, so when you write a check, you can immediately indicate where the money gets reported. AND if it changes, you can change it – for example, you note that a check should be reported on Receivables, because you don't yet have the receipts – but then you get the receipts, so you can change it to show what the money was spent for.

Here is the top part of that drop-down:



Here is the available data for that drop-down:

N/A

Cleared Receivable

Page 04, Line 14 Bank Service Charges

Page 04, Line 16 Equipment Rental/Maint.

Page 04, Line 18 Food

Page 04, Line 19 General Supplies

Page 04, Line 21 Occupancy & Site Chgs

Page 04, Line 22 Postage, Shipping, PO Box

Page 04, Line 23 Printing & Publications

Page 04, Line 25 Telephone

Page 04, Line 26 Travel

Page 05a, Prepaid Expenses

Page 05a, Receivables

Page 05b, Deferred Revenue

Page 05b, Payables

Page 06, Inventory

Page 09, Transfer In, Other Kingdom

Page 09, Transfer In, Within Kingdom

Page 10, Transfer Out to Corporate

Page 10, Transfer Out, Other Kingdom

Page 10, Transfer Out, Within Kingdom

Page 11a, Asset Improvements

Page 11a, Donations

Page 11a, Fundraising, External

Page 11a, Fundraising, Internal

Page 11a, Income from Demos/Activities

Page 11a, Recovered Bad Debts

Page 11a, Stale Checks

Page 11b, Event Income

Page 11b, Event Refunds

Page 11b, Other Income

- Page 12a, Advertising
- Page 12a, Bad Debts
- Page 12a, Fees & Honoraria
- Page 12b, Donations to other nonprofits
- Page 12b, Insurance (not SCA)
- Page 12b, Other Expenses
- VOID

Column K also has a drop-down, where the choices are:

- OA - Office & Admin
- AR - Activity Related
- FR - Fund Raising

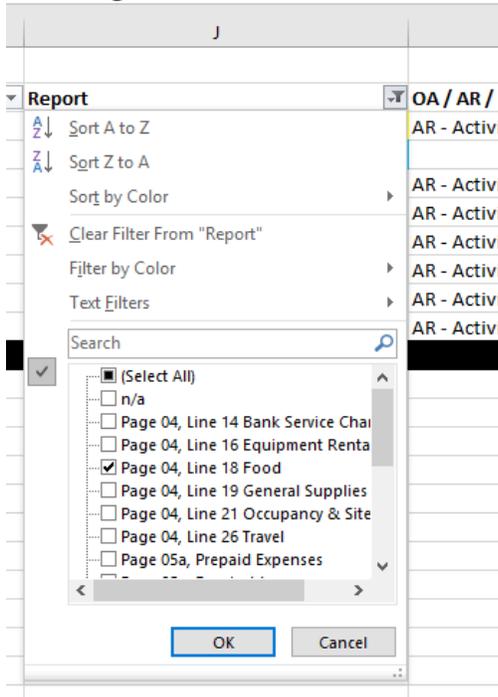
This helps you remember what column to use on page 4 in the Expenses section.

*Note that the data for the drop-downs is maintained on the second tab – if you mess with that you’ll break the spreadsheet so please don’t.*

So, throughout the quarter, I enter checks and deposits, and I mark where they go on the report. Now it is the end of the quarter, and I am going to do my quarterly report.

Because this is in an Excel spreadsheet, I can filter it, and one item at a time pull down what I need for each block in the report. I select the Filter arrow for the Report column, and check the boxes, one at a time, for each entry.

Filtering it looks like this:



The selection shown is filtering for anything for “page 04 line 18 Food”. It will get me all entries that need to go into that box. You can see that Column K is showing AR for most of them, so that means they will go into the Activity Related column.

After I click on OK, this is what I have showing (I blacked out the names to protect the innocent):

Starting Balance												\$ 23,405.09			
Check #	Date	Name	Purpose	R	Out	In	Balance	Receipt	Report	OA / AR / FR					
	2/3/2016		balance for Food at WoW10 enter 349.33	R		\$ 100.00	\$ 20,090.84	YES	Page 04, Line 18 Food	AR - Activity Related					
	5/23/2016		balance for feast at Crown, enter 574.80	R		\$ 225.20	\$ 21,848.80	YES	Page 04, Line 18 Food	AR - Activity Related					
1738	9/10/2016		Lunch Supplies, SSBB	R	\$ 214.83		\$ 22,491.97	YES	Page 04, Line 18 Food	AR - Activity Related					
1743	9/19/2016		SSBB, food, total check 340.15	R	\$ 35.66		\$ 25,056.40	YES	Page 04, Line 18 Food	AR - Activity Related					
1745	9/19/2016		SSBB, food, total check 49.29	R	\$ 17.54		\$ 24,494.37	YES	Page 04, Line 18 Food	AR - Activity Related					
1746	9/19/2016		SSBB, food, total check 71.27	R	\$ 40.60		\$ 24,422.02	YES	Page 04, Line 18 Food	AR - Activity Related					
1747	9/19/2016		potluck, Crecy	R	\$ 50.56		\$ 24,340.79	YES	Page 04, Line 18 Food	AR - Activity Related					
	9/19/2016		balance for feast SSBB, enter 775.02 + .02 donat	R		\$ 25.00	\$ 25,079.79	YES	Page 04, Line 18 Food	AR - Activity Related					

Notice that a couple of blocks are highlighted. If you can see the date, you’ll see that those are for previous quarters and I have highlighted them to show that they were already on a quarterly report (for sequential reporting) (on this example I’m working the 3<sup>rd</sup> quarter). I used yellow to highlight for Q1 and blue to highlight for Q2.

I can then easily add up the food expenses for the current quarter and put the sum into the correct field on the Exchequer report. If some were for FR instead of AR, they would go into two different fields on the Exchequer report. If there are a lot of entries going in different columns I can also filter column K, and do all of the OA, and then all of the AR, and then all of the FR. More than one column can be filtered at the same time, just be sure to remove filters (Clear filter – it is one of the selections when you select the filter arrow) before proceeding so you don’t miss data.

In this example, I would then highlight those boxes in column J using a different color for this quarter, select the drop-down again, uncheck the box for “page 04, line 18 Food” and check the box for “page 04, line 19 General Supplies”.

Each time I use an amount from the spreadsheet, I also highlight the block on the spreadsheet. When I have gone through them all, all blocks for the quarter (and some that are carried forward from other quarters) should have a highlight. That way, I ensure that I get everything.

So, using the spreadsheet is helpful. It also has a potential for error. For one thing, I must ensure that every check and deposit is entered into the spreadsheet. Also: If you write a check, say an advance for feast for \$800, and you put the \$800 in on page 5 as a receivable. You get the receipts and some change back, and the actual amount spent for feast was \$765. You change the entry in column J to page 4 line 18 BUT – you can’t report \$800 as the expense for food, because the actual expense was \$765. You need to make a note somewhere indicating the actual expense. I usually make a note in column L or in the Purpose column (see screen print above, top two lines). I also will have an entry for the deposit for the returned change (\$35) and my note in column L usually says something like “see line *n*, resolves receivable, total spent \$xxx”. Or as in the example above, I deposited \$100 and my Purpose note says

balance for food at WoW10 enter \$349.33 (which is the amount that will go into page 4 line 18 AR. Make sure you don't enter the deposits as expenses!

Sometimes, as you can see from the screen print, I forget to do column K for OA/AR/FR, but my purpose notes usually help me figure it out if I don't remember.

Using the ledger to balance your bank statement is also easy. Filter column E for blank (so you don't have to look at entries you have already reconciled). Then get your bank statement and put an R on each line that was blank for each entry that IS reported on the bank statement. The blanks that are left are what you use as outstanding checks/deposits to reconcile the bank statement, and also to enter on the account page on your quarterly report.

One thing I learned by using this spreadsheet – The Exchequer 101 class tells us not to commingle income or expenses. When trying to identify the reporting position for every row, this ledger demonstrates exactly why not to do that. When trying to balance the report, it goes even further! If you consider that someone else is going to be looking at your reports and trying to ensure that everything is right... it makes it obvious why they ask us not to commingle.

Speaking from experience...

For an event, I got receipts from one person for a variety of things. One had some decorations on it, and also some food items. One had some decorations alone. One had just food. It was all one person, so I added up everything and wrote a single check. Oops. That check was on one row on my ledger. I can only choose one thing on column J for that, so how to report that? I should have written two checks, one for the decorations (general supplies, AR) and one for the food (food, AR). I can make notes on the receipts too... then my receipts, my notes, my checks and the comments I put on the report all make sense, and the report is easier to balance. Easier for me to see, easier for anyone looking at it to see, and easier to get it balanced in the end.

Same thing goes for the income. I get handed the money from the gate cash box at the end of the event. I make a deposit for the return of the seed money, which does not get reported on the quarterly report – it is an out and in, and with one line for the check and one line for the deposit, it is easy to see the out and the in. Column J will have N/A on both lines. I make another deposit for the gate take, which is then easy to reconcile with the event report when that is done. It is a little more trouble for me, and a little more trouble at the bank, which tends to sneer at me if I drive up to the window with 4 separate deposits, but makes all the records very clear, which in the end makes it easier to balance the report.

So that is the ledger that I created, and how I use it. Feel free to use it if you find it helpful, and to ask questions any time.

