

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 are no rules 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 to you as a possible tool and am not telling you that you must use it. However, I do suggest strongly that you create your ledger in an electronic format of some kind. If you need help with balancing your report, the Exchequer helping you will need to see your ledger.

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 last bank statement from the previous year. If you have outstanding checks, enter those checks, starting on line 3. If you have outstanding deposits, enter those deposits. Outstanding checks and deposits are checks and deposits that had not cleared the bank for the last bank statement of the year. When that is done, the balance showing at the bottom of column H should be the ending balance *in your checkbook or ledger* for the previous year.

Entering the outstanding checks and deposits from the previous year allows you to track them as they clear the bank during the current year.

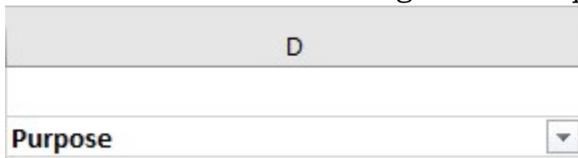
As you enter the checks and deposits, you'll notice that column H is automatically calculating your balance. If you select cell H3, the formula line shows `=IF(ISBLANK(B3)," ",H1-F3+G3)`. That is the only formula that looks like that. The rest of the column has formulas that look like `"=IF(ISBLANK(B4)," ",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.

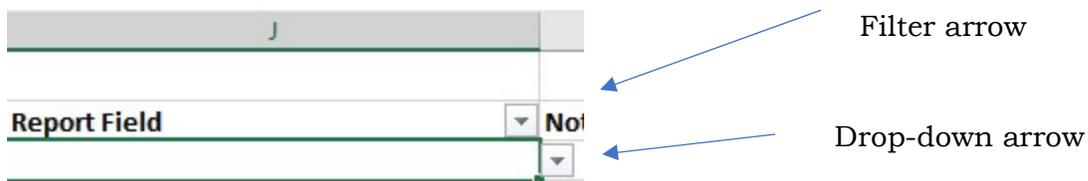
So far, this is nothing but a checkbook register. The fun stuff is in columns J and K.

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



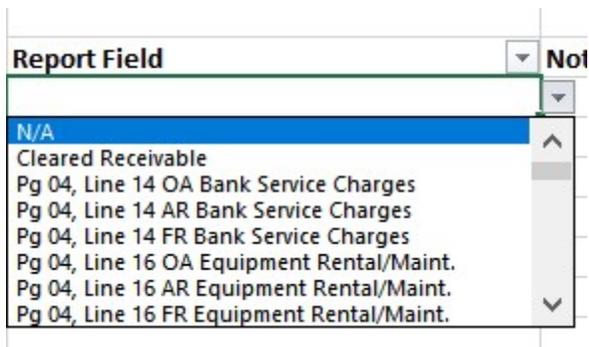
That little down-arrow means you can filter that column. After you have some data in there, play with it a little. Just remember to unfilter it so you don't lose track of your data.

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



That column, column J, Report Field, 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

Pg 04, Line 14 OA Bank Service Charges

Pg 04, Line 14 AR Bank Service Charges

Pg 04, Line 14 FR Bank Service Charges

Pg 04, Line 16 OA Equipment Rental/Maint.

Pg 04, Line 16 AR Equipment Rental/Maint.

Pg 04, Line 16 FR Equipment Rental/Maint.

Pg 04, Line 18 OA Food

Pg 04, Line 18 AR Food

Pg 04, Line 18 FR Food

Pg 04, Line 19 OA General Supplies

Pg 04, Line 19 AR General Supplies

Pg 04, Line 19 FR General Supplies

Pg 04, Line 21 OA Occupancy & Site Chgs

Pg 04, Line 21 AR Occupancy & Site Chgs

Pg 04, Line 21 FR Occupancy & Site Chgs

Pg 04, Line 22 OA Postage, Shipping, PO Box

Pg 04, Line 22 AR Postage, Shipping, PO Box

Pg 04, Line 22 FR Postage, Shipping, PO Box

Pg 04, Line 23 OA Printing & Publications

Pg 04, Line 23 AR Printing & Publications

Pg 04, Line 23 FR Printing & Publications

Pg 04, Line 25 OA Telephone

Pg 04, Line 25 AR Telephone

Pg 04, Line 25 FR Telephone

Pg 04, Line 26 OA Travel

Pg 04, Line 26 AR Travel

Pg 04, Line 26 FR Travel

Pg 05a, Other Assets

Pg 05a, Prepaid Expenses

Pg 05a, Receivables

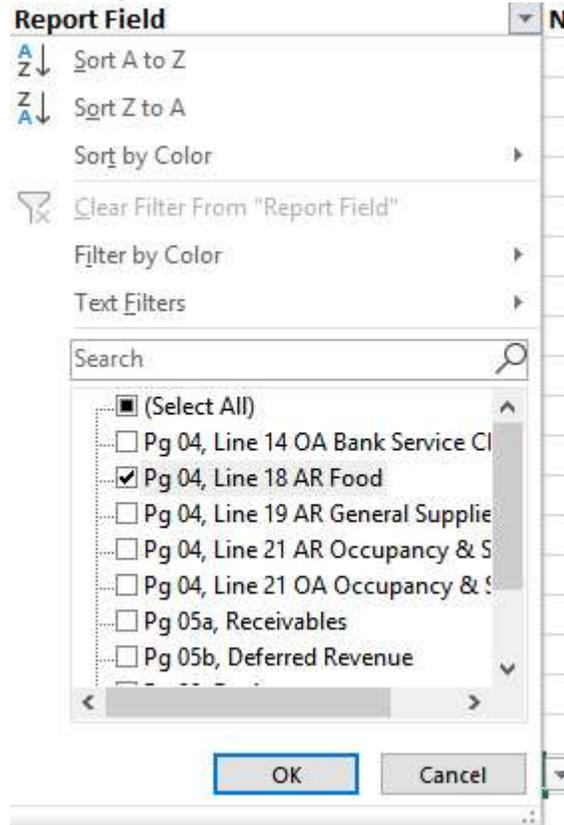
Pg 05b, Deferred Revenue
Pg 05b, Other Liabilities
Pg 05b, Payables
Pg 06, Inventory
Pg 07, Other Sales Income
Pg 07, Regalia
Pg 07, Regalia Value Adjustment
Pg 08, Equipment
Pg 09, Transfer In, Outside Kingdom
Pg 09, Transfer In, Within Kingdom
Pg 10, Transfer Out to Corporate
Pg 10, Transfer Out, Other Kingdom
Pg 10, Transfer Out, Within Kingdom
Pg 11a, Fundraising, External
Pg 11a, Fundraising, Internal
Pg 11a, Income from Demos/Activities
Pg 11b, Advertising Cost
Pg 11b, Advertising Income
Pg 11b, Event Income
Pg 11b, Event Income PayPal
Pg 11b, Event Refunds
Pg 11b, Event Refunds PayPal
Pg 11b, Other Income
Pg 11c, Donations, Non-SCA
Pg 11c, Donations, SCA Related
Pg 12a, Advertising
Pg 12a, Bad Debts
Pg 12a, Fees & Honoraria
Pg 12b, Donations to other nonprofits
Pg 12b, Insurance (not from SCA)
Pg 12b, Other Expenses
VOID

Note that the data for the drop-down is maintained on the second tab – if you mess with that you’ll break the spreadsheet so please don’t. I have that sheet locked, so you can’t break it by accident.

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 “Pg 04 line 18 AR Food”. It will get me all entries that need to go into that box.

After I click on OK, this is what I have showing:

Purpose	R	Out	In	Balance	Receipt	Report Field
Feast Advance Event 1	R	\$ 500.00		17822.27	YES	Pg 04, Line 18 AR Food
Return feast advance Event 1	R		\$ 34.00	\$ 18,747.27	YES	Pg 04, Line 18 AR Food
Feast advance - Event 2	R	\$ 780.00		\$ 17,143.77	YES	Pg 04, Line 18 AR Food
Feast advance Event 2 returned	R		\$ 5.00	\$ 18,507.13	YES	Pg 04, Line 18 AR Food
Feast reimbursement - Event 3	R	\$ 1,328.04		\$ 19,985.68	YES	Pg 04, Line 18 AR Food
Feast reimbursement - Event 4	R	\$ 140.72		\$ 18,622.64	YES	Pg 04, Line 18 AR Food

What I do then is enter this into the field for Food Activity Related on the report:
 $=500-34+780-5+1328.04+140.72$

Because of the “=” sign, it will do the calculation as entered and display 2709.76 in the field.

Why the pluses and minuses? I ADD the debits (the amounts in the “Out” column) and SUBTRACT the credits (the amounts in the “In” column) and that gives me the real expense figure. For example, when I originally entered the check for “Feast Advance Event 1” (\$500), I would have entered it as a Receivable for Page 05a. When I

got the receipts and change back, I entered the deposit of the change (\$34) and set both lines to Report Fields Pg 04, Line 18 AR Food. The actual amount spent for food for that event is \$466. By marking both lines for AR Food, and then adding and subtracting the amounts correctly, the result is the actual expense, and I am able to keep track of all my cleared receivables.

Also, by entering each debit and credit in a formula like that, I am able to compare what is in the field with what is on the ledger and ensure I got all of the amounts in there correctly. This makes it much easier to balance a cumulative report.

Once I had all the amounts entered for Pg 04, Line 18 AR Food, I would then highlight those boxes in column J with a color (I use a different color for each 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 ledger is helpful in doing your report.

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 several 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. Exception: you do report the seed money on the report if the check is written in one quarter and the event is in the next quarter. In that case, the line with the check is a Receivable, and the line with the return of the seed money is a Cleared Deposit. 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.