Basic Ledger

Date	Reason	To/From	Cash Received	Cash Spent	Cash Balance	Notes
	Start with balance from bank				100.00	
Ex:	Epson Black Ink cartridge	Office Depot		-19.99	80.01	
EX:	200 Flyers Sold for $.10 each	Bob Roberts Construction	20.00		100.01	

(Designate time spent for business if not specifically used only for business.)

ASSETS SHEET

Date	Equipment	Value	How it is used in your business
Example	Computer/Monitor/Software Combo	$500	Used 2 hours a day exclusively for business. _OR_ 50% used specifically for business.