

## MULTI-COLUMN LEDGER BOOK SAMPLE

Record Transaction  
Dates

Record your Income figures.

Name your Chequing account and its current balance.

Name your Savings account and its current balance.

If you have a third account, name it here and its current balance.

Total of all Bank account balances – This figure should equal the total of Expense Category balances below when you do reconciliation. Write Bank account balances in pencil since you will want to change the amounts when you

Record Transaction  
descriptions

Bi-weekly Income \$1200.00																			
Monthly Income 100.00																			
Irregular Income 0.00																			

Specify the first pair of columns as Bank.  
Then specify one Expense Category per pair  
of remaining columns.

Also, record the amount you are setting aside for each Expense Category and whether it is coming from Bi-weekly,

This Balance column shows the total of Expense Category balances as of that Date and Transaction.

This amount should equal the total of  
your Bank account balances above.

Amount going into an  
Expense Category on  
payday

Amount going out of an Expense Category – This amount also appears in the Bank in/out column.