

EXCEL SAMPLE SPREADSHEET SCREENSHOT

Record your income figures here.

Record transaction Dates in column A

Record transaction descriptions in column B.

Name your Chequing Account and current balance.

Name your Savings Account and current balance.

If you have a third or fourth account, name it here with its current balance.

Total of all Bank account balances – This figure should equal the Line Total below. (See column C, line 20)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1			Bank Chequing Account		Bank Savings Account		Tax Free Savings Account		Bank Account			Total			
2			\$ 1,462.17		\$ 4,237.44		\$ 5,000.00		\$ -		\$	10,699.61			
3															
4															
5															
6															
7															
8	Date	Description	Line Total	In/Out	Balance	In/Out	Balance	In/Out	Balance	In/Out	Balance	In/Out	Balance	In/Out	Balance
9	1-Nov-12	Balance Forward	\$ 11,893.06		\$ 12.00		\$ 76.11		\$ 7,521.00		\$ 758.43		\$ 192.58		\$ -
10	16-Nov-12	Deposit Bi-weekly \$1200.00	\$ 12,792.06	\$ 120.00	\$ 132.00	\$ 250.00	\$ 326.11	\$ 210.00	\$ 7,731.00	\$ 140.00	\$ 898.43	\$ 35.00	\$ 227.58		\$ -
11	16-Nov-12	Withdrawal - Gifts to God \$-120.00	\$ 12,672.06	\$ (120.00)	\$ 12.00		\$ 326.11		\$ 7,731.00		\$ 898.43		\$ 227.58		\$ -
12	17-Nov-12	Debit - Food Basics \$-142.65	\$ 12,529.41		\$ 12.00	\$ (142.65)	\$ 183.46		\$ 7,731.00		\$ 898.43		\$ 227.58		\$ -
13	17-Nov-12	Debit - Shoppers (eggs) \$-4.00	\$ 12,525.41		\$ 12.00	\$ (4.00)	\$ 179.46		\$ 7,731.00		\$ 898.43		\$ 227.58		\$ -
14	20-Nov-12	Tel./Int -\$67.42	\$ 12,457.99		\$ 12.00		\$ 179.46		\$ 7,731.00		\$ 898.43	\$ (67.42)	\$ 160.16		\$ -
15	22-Nov-12	Debit - Vehicle repair \$-93.58	\$ 12,364.41		\$ 12.00		\$ 179.46	\$ (93.58)	\$ 7,637.42		\$ 898.43		\$ 160.16		\$ -
16	26-Nov-12	Gas on Visa \$-74.62	\$ 12,364.41		\$ 12.00		\$ 179.46	\$ (74.62)	\$ 7,562.80		\$ 898.43		\$ 160.16		\$ -
17	26-Nov-12	Debit - Wal-Mart (gifts) \$-35.21	\$ 12,329.20		\$ 12.00		\$ 179.46		\$ 7,562.80		\$ 898.43		\$ 160.16		\$ -
18	27-Nov-12	Hydro \$-262.59	\$ 12,066.61		\$ 12.00		\$ 179.46		\$ 7,562.80	\$ (262.59)	\$ 635.84		\$ 160.16		\$ -
19	27-Nov-12	Home Ins \$-1467.00	\$ 10,599.61		\$ 12.00		\$ 179.46		\$ 7,562.80		\$ 635.84		\$ 160.16		\$ -
20	29-Nov-12	Gov. Child Benefit \$100.00	\$ 10,699.61	\$ 10.00	\$ 22.00		\$ 179.46		\$ 7,562.80		\$ 635.84		\$ 160.16	\$ 90.00	\$ 90.00
21															
22															
23															

Specify one Expense Category per pair of columns.

Also, record the amount you are setting aside for your Expense Category and if it is coming from your Bi-weekly, Monthly, or Irregular

This line shows the total of your Expense Category balances.

This amount should equal the total of your Bank account balances. (See column J, line 2)

Amount going into an Expense Category on payday

Amount going out of an Expense Category