

[illegible]

Directions: This ledger is to help you keep your team's progress properly organized. Please delete the example line items before adding your own information.

- Date = the date of the transaction, not when it was turned in to the treasurer
- Money in = include online donations, cash, and volunteer hours
- Money spent = keep track of all expenses and make sure team members who spend money are reimbursed. Use parentheses (0.00) in this column so Excel subtracts the amount from your running total.
- Description of the transaction = be as detailed as possible.
- Running total = you don't need to type here - the formula is already set up
- Completed = an X means the transaction is completed, but that can mean different things depending on the transaction:
 - A receipt for a purchase was turned in and reimbursement was received
 - An online donation was confirmed on the team site
 - A cash donation was **turned in to me or the AF**
 - Volunteer hours were verified by me or Tara

Please don't mark a line item with an X unless the transaction is completely finalized.

This ledger should be posted to your team site along with copies of receipts as part of your final portfolio submission. Screenshots are acceptable if you have a hard time embedding the actual Excel file.

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