Personal Allowance Ledger Card Instructions

Save the ledger to your device

A. Microsoft:

On the Excel tool bar click file, Save As. Place where needed for accessibility. Enter name that you want the ledger saved under, e.g. “Jim” or “James Jones” then click on “Save.” Repeat the above steps as needed for additional individuals.

B. Alternative software for Android or Apple devices (Tablets/Smart Phones):

1. Double Click to open the PA Ledger for FC.xlsm document. Your device will default to the appropriate application required to open the Excel file or prompt you to down load the appropriate application.
    a. For Android users, the preferred method would be Google Drive / Sheets application.
    b. Apple users may use either the Apple Numbers or Google Drive / Sheets application.
2. While the PA Ledger for FC.xlsm document is opened, tap the name of the document on your screen to rename the spreadsheet. Save a copy to your device or cloud. Place the spreadsheet(s) where needed for future accessibility.

Using the Ledger

A. Initial Ledger Set Up

1. Open the Ledger Card. Click on enable content at the top and answer that this is a trusted source to the pop-up (this will only need to be done once).
2. Click/tap on the tab for the first month.
3. Enter the individual’s name, FC Provider name, and any applicable notes, such as MMA limits or personal preferences. This will not carry over to subsequent months.
4. Add Date to the left of “Balance Forward” and enter opening balance under “balance”.
5. Remember to “Save” after transactions are made.

B. To Enter Deposits

1. Enter date of receipt for cash or check.
2. Enter a brief description of the transaction.
3. Enter dollar amount in 0.00 format in column headed “Deposit”. Then use Tab, Arrow keys or click/tap to complete transaction.
4. “Balance” column will then be completed automatically, adding the amount being deposited to the previous balance.

C. To Enter Withdrawals

1. Enter date of withdrawal.
2. Enter the reason for the withdrawal and the name of the person to whom the funds are given.
3. Enter the dollar amount in 0.00 format in the “W’drawals” column. Then use Tab, Arrow keys or click/tap to complete transaction.
4. “Balance” column will then be completed automatically, subtracting the amount being withdrawn from the previous balance.

D. To Enter Re-Deposits

1. When funds remain from the amount that was withdrawn, they must be deposited back into the Personal Allowance ledger.
2. Enter a description of the re-deposit.

3. Enter the amount being returned in the “Deposits” column.
4. “Balance” column will then be completed automatically, adding the amount being re-deposited to the previous balance.

E. To Make Corrections

1. Tab, Arrow key or click/Tap on the line that needs to be corrected.
2. If the date and/or description of the transaction need to be changed, type over what has already been entered. Enter a description of the change in the notes field.
3. Enter the correct dollar amount in the appropriate column and line by typing over what was already there.
4. The balance will automatically correct itself on that line and through the remainder of the Balance Column for the month.
5. If the correction was made for a previous month, the Balance Column will be adjusted for all months following where the correction was made.

F. End of Month

1. Review Ledger Card to see that it is completed correctly then click “Save.”
2. Print the ledger to produce a paper copy at the end of each month.

G. Start the Next Month

1. Click on the tab for the next month.
2. Re-enter the individual’s name, FC Provider’s name and any notes.
3. The Balance Forward amount should appear on the top of the ledger card with the correct amount in the Balance column.
4. If the balance isn’t carried forward from the previous month, on line 1 enter the date, enter “Balance Forward” in the Explanation column and enter the balance in the Deposit column.

H. Notes

When auditing and verifying the cash balance be sure to enter the dollar amount in the “Explanation” column. This is necessary in case retroactive corrections are made which will cause the amounts to change throughout the “Balance” column.