

Notes and Instructions:

- * This ledger is designed for use by IGR licensed charities
- * It will help charities keep track of their transactions at the bank or other financial institution
- * In the 'Description' column, describe the revenue or expense item as best as you can
- * Please do not issue cheques to individuals or groups that do not provide a paid service to the charity.
- * Please ensure that you receive and keep the receipts to back up the expense
- * Enter all deposits in the 'Deposit' column, and enter all cheques issued in the 'Cheque Amount' column
- * For all deposits, please fill out a deposit slip for each event. If one slip is used for multiple events, please use a separate line on the slip for each event.
- * For all cheques issued, fill out the 'Chq. Amt' Column with the exact amount, and repeat the amount in the appropriate column to the right.
- * Event Expenses are all expenses directly related to the event (e.g. bingo paper, hall rent, wages, etc.)
- * In the 'Prizes' column include all cheques that were issued for prizes. This includes all money spent on merchandise prizes or cheques issued to winners of jackpots
- * There are seven columns provided under 'Use of proceeds'. Note down your major use of proceeds' (e.g. sports and rec., school trips, veteran care) categories as per your licence.
- * Record all cheques issued towards the 'use of proceeds' in the appropriate column under use of proceeds.
- * After filling out the ledger for one month, carry forward the balance to the next month and continue making your entries