

Example of a minimal records schedule re blog post "Bookkeeping - How do I keep my books?"

Business Name _____

Date	Description	Sales (i.e. amount invoiced)	Bad debt (i.e. money not paid)	Purchases (e.g. materials)	Equipment purchased	Van expenses	Petrol for van	Subsistence (e.g. sandwich, coffee)	Business Insurance, electric, gas etc

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Date	Description	Repairs and maintenance	Cleaning	Advertising	Telephone	Stationary	Protective clothing	Other	Other