

Ledger Examples

1. Balances carried forward from last year. Appropriation amounts entered. \$150,000 appropriations.
2. December Tax Settlement from the County Auditor, received \$12,500.
3. Fire protection money provided to Volunteer Fire Department per contractual agreement, disbursed \$50,000 - Local Fire Department.
4. Approved Township Assistance payment, disbursed \$250 utilities - Jane Doe.
5. Purchase of SBOA forms, disbursed \$200 - Boyce.
6. Township Board member left employment disbursed \$29.25 (12 days after tax) for partial pay, - Lazy Joe. Salary was \$1,200 a year.
7. Purchased land to expand park, disbursed \$10,000 - Farmer Bob.
8. Purchased a Certificate of Deposit, disbursed \$100,000 - ABC Bank. Used Rainy Day Fund (RDF) money.
9. Purchased a used truck for Fire Department use, disbursed \$10,000 - ZY Auto.

Commented [LC1]: *If you wanted to use money from multiple funds, you would just split up the disbursement total between funds.

Commented [LC2]: *Titled in the Township's name, use of truck outlined in Fire Protection Contract Amendment #1.

10. Park fees collected, received \$150 - Preston Park.

Commented [LC3]: *Fees collected do not require appropriations to be made to disburse these funds. Created a separate fund after board authorized fees to be charged in January

11. Payment to contractor to repair headstones in the cemetery, disbursed \$5,000 - Cemeteries R' Us.

12. Payment to Accounting Firm to file AFR, disbursed \$1,000 - PL LLC.

13. Issued a bond for park development and paid fees related to issuance, received \$250,000 and disbursed \$500 - The Underwriters.

14. Community Service Contract given to local Not-For-Profit, disbursed \$10,000 - Food Pantry Place.

Commented [LC4]: *Passed Resolution #2018-5, transferred \$4,000 from Personal Service Line item and \$1,000 from Cemeteries Line item in TWP fund to Community Service

15. Public Safety LIT \$15,000 received from County, disbursed \$15,000 - Local Fire Department.

16. Trustee salary for 1/1/18 to 3/1/18, disbursed \$1,186.40 - Jason Lenon.

Commented [LC5]: *Yearly Salary on Form 17 - \$6,400, divided by 4 = \$1,600, -----\$1,186.40 after tax

17. Restricted donation for TWP computers, received \$2,000 - Bill Gates.

18. Purchased 2 computers with donations money, disbursed \$2,000 - Computer Land.

Commented [LC6]: *Tagged both computers and added to asset list, used Bill Gates donations according to his restriction directing us to "get with the 21st century".

19. Received a grant from the Department of Natural Resources (DNR) for park improvement, received \$5,000 - LWCF grant.

20. Trustee made an error on this line - how to mark out a line.

21. Corrected entry from Example #20, paid a nearby hotel with TWP Assistance funds for one night hotel charges, disbursed \$100 - John Smith.

22. IRS penalty paid because of not submitting quarterly, disbursed \$500 - IRS.

23. Transfer of money from the Fire, Fire Cumulative, and General Fund into the RDF.

24. Interest received from CD maturing, received \$500 - ABC Bank.

Commented [LC7]: *This is assuming that the Trustee decided to roll over the \$100,000 CD into another \$100,000.

25. Audit Fees

Payroll Example. Payment to the IRS and IDOR for the amount of 2018 taxes withheld from Trustee and 3 board members, disbursed \$2,585.