



Double Entry Bookkeeping

AN ACCOUNTING ACTIVITY

Form Groups

- ▶ At least 3 people
- ▶ Need a kit
(don't open it yet)



Elect a Treasurer

- ▶ Your treasurer will keep track of cash.
- ▶ Give the treasurer the following items:
 - ▶ Cash Ledger Card
 - ▶ CASH envelope
 - ▶ Calculator
 - ▶ Pencil



Rest of the Team

- ▶ 5 envelopes
- ▶ Stack of Transactions
- ▶ Pencil

Activity

- ▶ 16 Transactions
 - ▶ Read transaction
 - ▶ Tear it in half
 - ▶ Sort halves in 6 envelopes
 - ▶ Remember TREASURER has CASH envelope
 - ▶ Pass HALF with cash to TREASURER
- ▶ Read the instructions and begin
- ▶ Ask questions if you have them!

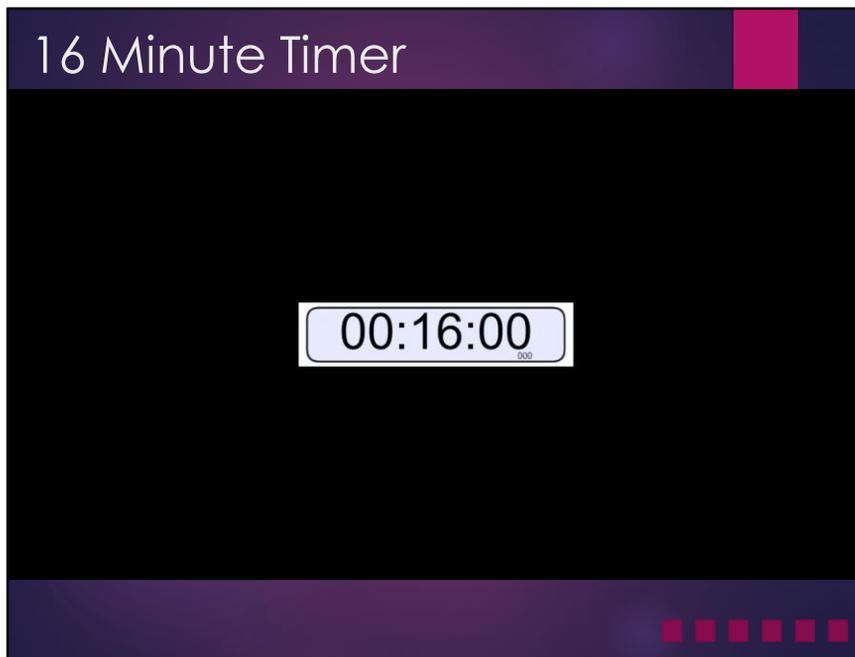
You are going to tear each transaction in half because every transaction has at least two part (what you got and what you gave).

All these transactions are from the point of view of the business, not any of the individual people.

So you need to think about what THE BUSINESS GOT and what THE BUSINESS GAVE.

We are going to start with 16 minutes (one minute per transaction) and see how far you get.

We may add more time at the end.



Click enter to start the timer.

If you are using Chromecast, the timer may not work and you may have to keep the time yourself.