



Cash Receipts and Payment Records

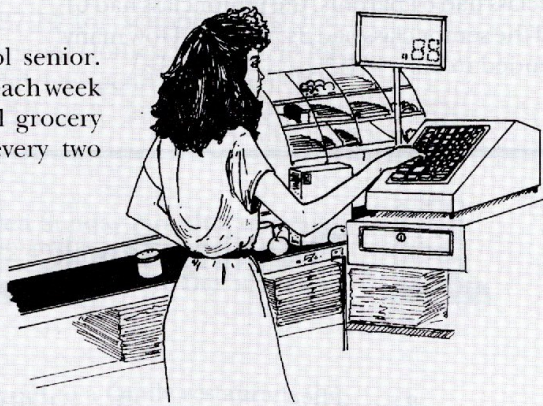
Cash receipt records and **cash payment records** are two money records that can help families and individuals avoid financial problems. In good money management, the receipts equal or are more than the payments. A financial crisis occurs when payments exceed the receipts.

Sometimes covetousness causes a person to buy more than he can pay for. This is a sin which the Christian should avoid. Romans 13:8 says, "Owe no man any thing, but to love one another." The Christian who is chained with many debts is often unable to answer God's calling to a life of Christian service.

An example of each record is given.

EXAMPLE 1

Anne is a high school senior. She works a few hours each week as a cashier at a local grocery store. She is paid every two weeks.



Cash Receipts Record				
Date		Description	Amount	
Sept.	4	Refund on returned shoes	32	56
	8	Paycheck from Happy Food Store	72	19
	9	Babysitting money	2	75
	14	Bob paid money he owed	5	00
	19	Birthday check	10	00
	24	Paycheck from Happy Food Store	62	71
	29	Housecleaning money	7	50
	30	Babysitting money	3	25
		Total Receipts for September	195	96

At the end of September, Anne totaled her receipts. She had \$195.96 in total receipts.

EXAMPLE 2

Anne has another form that she uses to record her payments each month.

Cash Payments Record				
Date		Description	Amount	
Sept.	4	Brook Shoe Store	31	87
	9	Tithe	10	00
	11	School supplies	23	54
	15	Sisters Three Dress Shop	49	22
	17	Pizza Palace	16	23
	19	Missionary offering	5	00
	25	Tithe	10	00
	26	Burgers by the Billions	9	23
	26	Yogurt Shoppe	5	87
	30	Savings	35	00
		Total Payments for September	195	96

1.2A EXERCISE SET

1. Prepare a cash receipt record based upon estimated money you will receive this month.
2. Prepare a cash payment record based upon estimated expenses you will have this month.



In the examples about Anne, her payments equaled her receipts because she put her extra money in a savings account. You should plan to spend less than you make so you have money to save.

You should compare your receipts and payments on a regular basis. If you have more payments than receipts, you have a cash **deficit**. If you have more receipts than payments, you have an **excess**.

To find the amount of your cash excess or your cash deficit, you must subtract the smaller amount from the larger amount. The number being decreased is the **minuend**, the amount of reduction is the **subtrahend**, and the remaining amount is the **difference**.

Just as certain facts must be memorized in addition, certain subtraction facts must be learned.

Homework

Prepare cash receipt records and cash payment records. Find the deficit or excess. Choose the date you want within the time frame given. Do the work on a sheet of notebook paper.

1. The Rhodes family had these cash receipts for the week of Sept. 5–11: salary—\$538.23, product rebate—\$3.00, and insurance dividend—\$93.15. They had these payments the same week: tithe—\$65.00, groceries—\$87.10, electric bill—\$105.10, savings—\$195.00, clothes—\$76.33, and miscellaneous—\$54.36.
2. The Lefmanns' cash receipts for the month of July were salary—\$2,105.73, bonus check—\$237.11, rental property earnings—\$450, and sale of stock—\$1,514.21. The cash payments for July were tithe—\$400, missionary offering—\$500, mortgage payment—\$1,051.10, gas bill—\$23.71, electric bill—\$103.12, telephone bill—\$32.18, food bill—\$327.16, restaurant bill—\$19.84, water bill—\$19.10, and car insurance premium—\$643.16.
3. Myra Murdoc's cash receipts for the month of August were salary—\$142.10, odd job earnings—\$48.50, and birthday money—\$50. Her payments for the month were tithe—\$20, payment to a friend—\$15, car payment—\$103.10, and food—\$17.84.
4. Mr. and Mrs. Ohman had only one cash receipt of \$625.17 for the week of Sept. 12–18. Their cash payments were tithe—\$75, laundry—\$10.80, groceries—\$67.12, eating out—\$35.10, telephone bill—\$84.63, and mortgage payment—\$592.14.

Solve the word problems.

5. One week, Keith Matson had cash receipts of \$73.18 and had cash payments of \$79.09. (A) Did he have an excess or a deficit? (B) How much was it?
6. Mindy Jones had total cash receipts of \$1,410.18 one month. Her excess of cash receipts above cash payments was \$42.88. What was her total cash payments for the month?
7. The Royer family had total cash payments of \$887.10 one week. Their deficit was \$173.18. How much were their total cash receipts?
8. The freshman class at Emmanuel Christian School had cash payments of \$42.00 in September. They had an excess of \$6.12 at the end of the month. How much were their total cash receipts?