

### Balance Sheet 001 - 099

001 – 009	Owners Funds
010 – 0598	Assets
0599 – 098	Liabilities

### Income and Expenditure 100 - 399

#### Administrative Fund 100 – 199

100 – 1191	Income
120 – 189	Expenditure
190 – 199	Total

#### Sinking Fund 200 – 299

200 – 2191	Income
220 – 289	Expenditure
290 – 299	Total

#### Additional Funds 300 - 399

#### Appropriation 400 – 410

## **Credits and Debits**

### Balance Sheet

A Bank Balance in credit (there are available funds) is shown as a DEBIT (+)

A Bank Balance in debit (overdrawn) is shown as a CREDIT (-)

Arrears on Owners Accounts are shown as DEBITS (+)

Advances on Owners Accounts are shown as CREDITS (-)

All other Assets are shown as DEBITS (+)

All other Liabilities are shown as CREDIT (-)

### Profit and Loss Statement

Income received (ie. Levies, interest) is always a CREDIT (-)

Expenditure (ie. Bank Charges) is always a DEBIT (+)

A Surplus is shown as a CREDIT (-)

A Deficit is shown as a DEBIT (+)