

Monthly income and expense tracker for your church or trust

INSTRUCTIONS: Print one of these sheets per month. Record every dollar that flows through your ministry account. Every entry needs a date, description, and amount. Keep all receipts. This is your financial documentation and it is what makes your ministry structure hold up.

Ministry Name	Month / Year
_____	_____

INCOME

Date	Source / Description	Amount (\$)
	TOTAL	\$ _____

EXPENSES

Date	Payee / Description / Category	Amount (\$)
	TOTAL	\$ _____

MONTHLY SUMMARY

Total Income This Month	\$ _____
Total Expenses This Month	\$ _____
Net This Month	\$ _____
Opening Bank Balance	\$ _____
Closing Bank Balance	\$ _____

Reconcile this ledger against your bank statement every month. Keep all receipts clipped to this sheet. File by month in your ministry records binder.