**Book-keeping**

You need to take very good care of your money.

A strict book-keeping of all incomes and costs is necessary.

All transactions must be documented in a VERIFICATION.

They shall be saved in a file and marked from Number one and upwards. (The hole year/ month by month.)

In a day-to-day book-keeping book/cashbook, you make one line for each Verification, day by day.

Example:

|  |
| --- |
| **Date Verif. No activity to or from who income Gmd cost Gmd result GMD** |
| 1/1 1. Grant SAELG 10.000 0 10.000 |
| 2/ 1 2. Allowance Fatou Touray 2.500 7.500 |
| 2/1 3. Transport Annica H. 5.000 2.500 |