



Step by Step instructions for completing the Ledger

INCOME						EXPENDITURE							
Date	Details	DSS Pension	Mobility Allowance	Pay / Wages	Other	Pharmacy	Day Programmes	Board & Lodging	Other	Cash on Hand	Expenditure for Line	Balance	Signature
											Disregard this column		

Enter details e.g. 'Pension', 'Wages', 'Residency Charge' Here

Enter \$ amount of Mobility Allowance here

Enter Other income e.g. Interest here

Enter the Residency charge amount paid here

Enter the fortnightly deposit to the Expense Account here

Team Leader or DSW making the entry to sign here

Enter date of deposit or withdrawal here

Enter \$ amount of DSP here

Enter any Income the person earns here

Enter details of any direct payments made by the Family here

Enter the new balance of the Main Account here.
Balance must increase if Income and decrease if Expenditure.

NOTE: The Ledger must be completed weekly to reflect all the person's banking transactions and payments, and to ensure interest is captured. Any discrepancies must be brought to the attention of the Director Disability and financial manager.



Example of completed Ledger

INCOME

EXPENDITURE

Date	Details	DSS Pension	Mobility Allowance	Pay / Wages	Other	Pharmacy	Day Programmes	Board & Lodging	Other	Cash on Hand	Expenditure for Line	Balance	Signature
1/12	Balance c/fwd											\$3,500.00	D.S.Worker
1/12	Pension	\$980										\$4,480.00	D.S.Worker
1/12	Mobility Allowance		\$98.10									\$4578.10	D.S.Worker
2/12	Residency charge							\$735			\$735	\$3843.10	D.S.Worker
2/12	Transfer to expenses									\$275	\$275	\$3568.10	D.S.Worker
3/12	Interest				\$2.35							\$3570.45	D.S.Worker
5/12	Direct Payment for Bed								\$1200		\$1200	\$2370.45	D.S.Worker
14/12	Pension	\$980										\$3350.45	D.S.Worker
14/12	Mobility Allowance		\$98.10									\$3448.55	D.S.Worker
15/12	Residency charge							\$735			\$735	\$2713.55	D.S.Worker
15/12	Transfer to expenses									\$275	\$275	\$2438.55	D.S.Worker