

# Cash Disbursements Worksheet

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 Sheet Spreading Table (continues to row 43)  
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Disbursements for month of:

August 2003

Check Number	Date	Description	Amount	Code	1	2		3
					Salaries	Payroll Taxes	Office Rent	
1001	8-1	Typing Service	100.00	7	0.00	0.00	0.00	
1002	8-2	ASC Salary	3,500.00	1	3,500.00	0.00	0.00	
1003	8-2	Landlord	545.00	3	0.00	0.00	545.00	
1004	8-3	Phone Company	244.00	4	0.00	0.00	0.00	
1005	8-4	Office Supply Co.	567.99	5	0.00	0.00	0.00	
1006	8-6	WSC Salary	4,478.90	1	4,478.90	0.00	0.00	
1007	8-6	Landlord	35.88	3	0.00	0.00	35.88	
1008	8-6	Typing Service	188.90	7	0.00	0.00	0.00	
1009	8-11	Federal Government	2,555.67	2	0.00	2,555.67	0.00	
1010	8-13	Office Supply Co.	89.45	5	0.00	0.00	0.00	
1011	8-15	A Magazine - Subscription	33.19	9	0.00	0.00	0.00	
1012	8-15	US Postal Service	12.31	8	0.00	0.00	0.00	
1013	8-16	Insurance Co.	183.77	6	0.00	0.00	0.00	
1014	8-16	IRS	122.89	13	0.00	0.00	0.00	
1015	8-16	Insurance Co.	2,258.23	6	0.00	0.00	0.00	
1016	8-16	State Government	447.99	2	0.00	447.99	0.00	
1017	8-20	Trade Show Co.	111.55	9	0.00	0.00	0.00	
1018	8-22	Overnight Delivery Co.	367.82	8	0.00	0.00	0.00	
1019	8-25	Office Supply Co.	55.55	5	0.00	0.00	0.00	
1020	8-25	Long Distance Service Co.	779.45	4	0.00	0.00	0.00	
1021	8-25	Leasing Company	544.77	11	0.00	0.00	0.00	
1022	8-25	Accountant	155.90	10	0.00	0.00	0.00	
1023	8-27	DEC - Salary Adjustment	100.00	1	100.00	0.00	0.00	
					0.00	0.00	0.00	
					-----	-----	-----	
			\$17,479.21		\$8,078.90	\$3,003.66	\$580.88	
					-----	-----	-----	

Instructions

Sheet 3.1

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- 1) Daily, Enter Check Data
  - 2) Recalculate by typing F-9
  - 3) Save by typing {alt-s}
  - 4) Print first page by typing {alt-f}
  - 5) print second page by typing {alt-l}

4	5	6	7	8	9	10	11
Phone	Supplies	Insurance	Office Services	Postage	Dues and Subscript	Professional Services	Equipment Rent
0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
244.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	567.99	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	188.90	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	89.45	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	33.19	0.00	0.00
0.00	0.00	0.00	0.00	12.31	0.00	0.00	0.00
0.00	0.00	183.77	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	2,258.23	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	111.55	0.00	0.00
0.00	0.00	0.00	0.00	367.82	0.00	0.00	0.00
0.00	55.55	0.00	0.00	0.00	0.00	0.00	0.00
779.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	544.77
0.00	0.00	0.00	0.00	0.00	0.00	155.90	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
----- \$1,023.45 -----	----- \$712.99 -----	----- \$2,442.00 -----	----- \$288.90 -----	----- \$380.13 -----	----- \$144.74 -----	----- \$155.90 -----	----- \$544.77 -----

row 43)

Sheet 2.2

12	13	Total
Interest	Other	Spread
0.00	0.00	100.00
0.00	0.00	3,500.00
0.00	0.00	545.00
0.00	0.00	244.00
0.00	0.00	567.99
0.00	0.00	4,478.90
0.00	0.00	35.88
0.00	0.00	188.90
0.00	0.00	2,555.67
0.00	0.00	89.45
0.00	0.00	33.19
0.00	0.00	12.31
0.00	0.00	183.77
0.00	122.89	122.89
0.00	0.00	2,258.23
0.00	0.00	447.99
0.00	0.00	111.55
0.00	0.00	367.82
0.00	0.00	55.55
0.00	0.00	779.45
0.00	0.00	544.77
0.00	0.00	155.90
0.00	0.00	100.00
0.00	0.00	0.00
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\$0.00	\$122.89	\$17,479.21
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