



\_\_\_\_\_ **Pathfinder's Name**

## **Bookkeeping**

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1. What is the difference between bookkeeping and accounting?

Bookkeeping \_\_\_\_\_

Accounting \_\_\_\_\_

2. Define the following terms:

Asset \_\_\_\_\_

Liability \_\_\_\_\_

Credit \_\_\_\_\_

Debit \_\_\_\_\_

Posting \_\_\_\_\_

Trial balance \_\_\_\_\_

Voucher \_\_\_\_\_

Invoice \_\_\_\_\_

Interest \_\_\_\_\_

- ❑ 3. What is the difference between double-entry bookkeeping and single-entry bookkeeping?

Double Entry \_\_\_\_\_

Single Entry \_\_\_\_\_

- ❑ 4. What education is necessary to be a bookkeeper?

What other education is helpful to a bookkeeping career?

- ❑ 5. What are some career fields that are related to bookkeeping?

- ❑ 6. Conduct an interview with your church treasurer, asking the following questions:

- a. How much time do you spend each week at your job as church treasurer?

- b. What do you do with the money collected in the offering plates?

- c. How do you keep track of who contributed how much money?

- d. What money is sent to the conference?

- e. What money is kept in our local church?

**f.** Are your records ever reviewed by an accountant?

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How often?

**g.** How do you report the church finances to the church board?

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**h.** How do you report the church finances to the conference?

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