



Bookkeeping

1. What is the difference between bookkeeping and accounting?
2. Define the following terms:
 - a. Asset
 - b. Liability
 - c. Credit
 - d. Debit
 - e. Posting
 - f. Trial balance
 - g. Voucher
 - h. Invoice
 - i. Interest
3. What is the difference between double-entry bookkeeping and single-entry bookkeeping?
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? How often?
 - g. How do you report the church finances to the church board?
 - h. How do you report the church finances to the conference?

Skill Level 2

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