**LaPalma-Cerritos Branch Accounting System**

For many years I have kept the LaPalma-Cerritos branch finances in one Excel Spreadsheet.  I update it every month with the new deposits and expenses.  There is a tab in the spreadsheet for our separate AAUW Fund checking account.  Monthly reports for each account are automatically generated from the main spreadsheets and easily printed out for meetings.  Individual events during the year have separate tabs for detail reports to other officers. The upcoming year’s budget is easily determined by comparing what was budgeted last year with that which was actually spent and making adjustments up or down as needed and determined by expected income.  Simple and Easy.  At least for me.

Marilyn Forsstrom  
Finance