Bookkeeping & Administration Sample Work

Sample Bookkeeping Report (Monthly Summary)

Date	Description	Income (R)	Expense (R)	Balance (R)
01-Sep	Opening Balance			5,000
03-Sep	Client Payment	3,000		8,000
05-Sep	Office Supplies		1,200	6,800
10-Sep	Service Income	4,500		11,300
15-Sep	Transport		500	10,800
30-Sep	Closing Balance			10,800

Sample Invoice

Invoice #: 001	**Date: 25-Sep-2025**
Bill To:	ABC Company
Description	Amount (R)
Bookkeeping Services (Sep)	2,500
Admin Support (20 hrs)	3,000
Total	5,500

Sample Payroll Sheet

Employee	Hours Worked	Gross Pay (R)	Deductions (R)	Net Pay (R)
John D.	160	12,000	1,200	10,800
Mary S.	150	11,000	1,100	9,900
Peter K.	140	10,000	1,000	9,000