FINANCIAL LEARNING CAFE

Business Academy • B02

Lesson 5 Resource

# Organize receipts, records, and dates

## Expense tracker

| Premium lesson companion |
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| Teaching brief • applied vocabulary • guided workbook • knowledge check • answer guide |

Name ________________________________

Date ________________________________

LEARN • PREPARE • APPLY

# Organize receipts, records, and dates

Consistent capture and naming routines reduce missing information and make professional review easier. Keep financial, tax, and legal retention requirements in mind.

## The deeper idea

Recordkeeping is a control rather than clerical cleanup. Capture rules, naming conventions, approvals, reconciliation dates, and retention practices make information dependable.

## Learning objectives

- Explain source document in the context of organize receipts, records, and dates.
- Distinguish reconciliation from an assumption or promotional summary.
- Show how retention changes cost, timing, control, responsibility, or risk.
- Complete the expense tracker using traceable source information.

## Vocabulary in action

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| **source document** | Locate it in source material and state what it measures or governs. |
| **reconciliation** | Use it to make the comparison concrete instead of relying on a label. |
| **retention** | Name who carries responsibility, what triggers it, and which control makes it visible. |

FIVE-STEP DECISION METHOD

# Move from information to a responsible next step.

### 1. Define the exact question

State the purpose, deadline, and consequence of delay. Connect the question directly to organize receipts, records, and dates.

### 2. Gather governing evidence

Collect current agreements, statements, official disclosures, operating records, or program instructions. Record the source and date.

### 3. Apply the vocabulary

Locate source document, reconciliation, and retention in the real document or process. Translate each into a dollar, date, action, control, or responsibility.

### 4. Test a difficult case

Change one important assumption - timing, volume, cost, income, access, or support - and explain whether the plan still works.

### 5. Record the decision

Choose proceed, revise, compare, seek qualified review, or stop. Name the next action, its owner, and the review date.

**Applied scenario**

A learner must make this decision this month. The learner gathers governing records, locates source document, reconciliation, and retention, and completes the assignment. The decision pauses if the difficult-case test exposes an obligation or operating risk that cannot be managed.

# Expense tracker

Design a weekly 20-minute record routine and a monthly financial calendar.

| Purpose: What exact decision does organize receipts, records, and dates support? |
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| Evidence: Which source documents prove the facts? Include dates. |
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| Terms: Where do source document, reconciliation, and retention appear, and what does each change? |
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# Stress-test and decision record

| Stress test: Which assumption is most fragile, and what happens if it fails? |
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| Decision record: What is the next action, who owns it, and when will it be reviewed? |
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| My recorded status |
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| ☐ Proceed ☐ Revise ☐ Compare ☐ Seek qualified review ☐ Stop |

KNOWLEDGE CHECK

# Confirm your understanding.

**1. State the central teaching in your own words.**

**2. How do source document and reconciliation work together?**

**3. What evidence is strong enough to use?**

**4. What would make the plan pause?**

**5. What belongs in the finished assignment?**

ANSWER GUIDE

# Compare reasoning, not just wording.

### 1. State the central teaching in your own words.

Recordkeeping is a control rather than clerical cleanup. Capture rules, naming conventions, approvals, reconciliation dates, and retention practices make information dependable.

### 2. How do source document and reconciliation work together?

Define each, locate both in source material, and explain their combined effect on the decision.

### 3. What evidence is strong enough to use?

Current, relevant, traceable information from an agreement, statement, official source, operating record, or qualified professional.

### 4. What would make the plan pause?

A missing governing fact, unsupported claim, unmanageable stress case, or inability to explain the responsibility attached to retention.

### 5. What belongs in the finished assignment?

Purpose, sources, term definitions, comparison or calculation, difficult-case result, unanswered questions, responsible owner, and review date.

**Education-only boundary**

This resource provides general education. It does not submit applications, negotiate with providers, handle customer funds, promise outcomes, or replace individualized guidance from an appropriately qualified professional.