



GROUP INVESTMENT ACTIVITY

Investment Ledger

This is a companion document to [A Guide to CARE's Crisis-Adapted VSLA](#), and a sub-tool of the [CA-VSLA Group Investment Activity Standard Operating Procedure](#).

Train GIMC to use this ledger to track income, expenses, profits, and profit reinvestments of their group investment activity.

JANUARY 2025

Instructions

How to fill the ledger:

1. **Date:** Record the exact date of the transaction.
2. **Description:** Write what the transaction is for ("sales of products" or "purchase of supplies").
3. **Income:** Record any money received from sales, services, or other income sources.
4. **Expenses:** Record any money spent on business costs (supplies, rent, marketing, etc.).
5. **Profit Transferred to Cash Box and/or Reinvested in Activity:** After calculating the profit at the end of a period (month or quarter), record the amount transferred or reinvested.
6. **Balance:** After each transaction, calculate the remaining funds.

Ledger Layout and Sample Entries:

Date	Description of Transaction	Income (money in)	Expenses (money out)	Profit (transferred to cash box or reinvested)	Balance (total money left)
01-Aug	Sales of products	1,000			1,000
02-Aug	Purchase of supplies		400		600
05-Aug	Rent for business space		200		900
07-Aug	Sales of products	700			1,600
09-Aug	Transport costs		100		1,500
15-Aug	Transfer profit to Cash Box			500	1,000

Group Investment Ledger Template

[illegible]

[illegible]