

# DEBITS & CREDITS GUIDE

|   | Assets | Liabilities | Equity<br>(Fund<br>Balance) | Revenues &<br>Fund<br>Additions | Expenses &<br>Fund<br>Deductions | Budget for<br>Revenue | GFSA &<br>Budget for<br>Expenses | Encumbrances<br>& Pre-<br>encumbrances |
|---|--------|-------------|-----------------------------|---------------------------------|----------------------------------|-----------------------|----------------------------------|--|
| To increase or<br>create or show<br>a positive<br>amount    | Debit  | Credit      | Credit                      | Credit                          | Debit                            | Credit                | Debit                            | Debit                                  |
| To decrease or<br>remove or<br>show a<br>negative<br>amount | Credit | Debit       | Debit                       | Debit                           | Credit                           | Debit                 | Credit                           | Credit                                 |