

Manual CashBooks

Unit/District/Region Name: _____ Month/Year: _____ Page number: _____

| Date | Who is the money from (Cash IN)? OR | Amount | Amount | What is the money for? | Initials |
|-------------------|-------------------------------------|---------|----------|------------------------|----------|
| | Who is the money for (Cash OUT)? | CASH IN | CASH OUT | | |
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| Total Cash | | | | | |

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| <p>Use this template to keep a record of all the money you receive and all of the money you spend. This will help you to reconcile your bank account at the end of the year.</p> | <ol style="list-style-type: none"> 1. The "Total Cash Received" should match the amount of cash/cheques you have in your hand. 2. Record the "Total Cash Received" in your cashbooks spreadsheet. 3. Bank the matching amount of cash/cheques received. |
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