

Analysed cash and bank book

Organisation, Address, Office, Currency

Receipts						Receipts Analysis				
Date	Details	Ref. No.	Code	Cash in	Bank in					Other
	Opening balances									
Total receipts (including opening balances)										

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Payments						
Date	Details	Ref. No.	Cheque number	Code	Cash out	Bank out
Total payments						

Closing balance (total receipts - total payments) _____

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Payments analysed by budget head										Advances	Other payments