Cash and bank book

Relief Unlimited, PO Box 2378, Port Jabel, Euro

Receipts					
Date	Details	Ref. No.	Code	Cash in	Bank in
01-Mar	**Opening balances**			19,150.00	0.00
02-Mar	Cash from Headquarters			20,000.00	
	Typical user: The staff member who is responsible for both cash and bank receipts and payments.				
	Alternative names: Cash book				
	Format: Receipts to cash and bank are shown on one sheet, and payments from cash and bank on another in this example. Alternatively, Cash receipts and payments can be shown on one sheet (a Cash book) and Bank receipts and payments on another (a Bank book). Each bank account should have a separate Bank book.				
Total receipts (including opening balances)				39,150.00	0.00

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Payments						
Date	Details	Ref. No.	Cheque number	Code	Cash out	Bank out
02-Mar	Purchase ZED				10,000	
09-Mar	Purchase ZED				3,000	
16-Mar	Purchase ZED				7,000	
30-Mar	Purchase ZED				16,000	
Total payments					36,000	0

Closing balance (total receipts - total payments) 3,150 0

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