



This book is for recording all payments by cheque. These are usually for large items such as hall hire, or stationery items. The details on each cheque stub should be recorded in this book and then be checked and crossed through when bank statements are received.

The columns on the right hand side of the book, give a breakdown of expenditure, which can easily be presented, to the committee. The headings used are up to each group. The headings given are only an example.

**Example: Cash Paid Book**

Date	Details of Transaction	Cheque No*	Totals	Equipment	Stationary	Bank Charges	Training/Travel	Transferred to Petty Cash
10.2.99	Equipment for Playgroup	001	250.00	250.00				
10.2.99	Equipment for Youth Group	002	250.00	250.00				
30.3.99	Bank Charges		50.00			20.00		
21.4.99	Purchase of Computer	003	970.00	970.00				
23.5.99	Computer Course (Sec)	004	25.00				25.00	
6.6.99	Petty Cash	005	40.00					40.00
21.6.99	Stamps & Raffle Books	005	27.00	27.00	27.00			
27.7.99	Membership ATIC	007	50.00				50.00	
<b>Totals</b>			<b>1612.00</b>	<b>1470.00</b>	<b>27.00</b>	<b>20.00</b>	<b>75.00</b>	<b>40.00</b>