



This is the book used for recording bank transactions only – money received by either cash or cheque that is paid into the bank account. Always use a proper accounts book and rule in the number of columns needed.

This book should show where money has come from with a reference number that refers to supportive documentation. Supporting documentation should be kept on file for future reference. Always remember to bank cash received as soon as possible and keep all records up to date. Don't rely on your memory.

Example: Cash Received Book

Date	Details of Transaction	Ref No*	Totals	One-off Grants	Donations	Fund Raising	Other
10.3.99	Lottery Grant	01	500.00	500.00			
12.4.99	Computer Grant from Computers Ltd	02	900.00	900.00			
14.5.99	Dinner & Disco	03	50.00			50.00	
20.6.99	Donation from Lions Club	04	30.00		30.00		
25.6.99	Annual Grant from Local Authority	05	100.00				100.00
Totals			1580.00	1400.00	30.00	50.00	100.00