

EXAMPLE: SERVICE USER

APPENDIX A

SERVICE USER OR LOCATION: JOSEPHINE BLOOMS **MONTH:** February **YEAR ' 00** **BANK ACCOUNT NUMBER:** 217400 465-786

BANK ACCOUNT			INCOME AND EXPENDITURE			CASH FLOAT			Signature
Credits Money In Pensions, salaries, deposits and Interest	Debits Money Out Including, fees, transfers etc.	Bank Account balance Must match the Bank Book	Date Date in bank book/day cash is in/out of house	Description Reasons for transaction "bank fees" "to household account" "Money programme", "movies" Include cheque number in description	Receipt Number	Cash tin in Money from bank/Money returned from Wallet	Cash tin Out Purchases made/cash to resident's wallet	Cash float balance Cash held by staff on premises in purse or cash tin	Sign every entry
Opening Balance =		\$1200.00	01/2/00	BALANCES CARRIED FORWARD		Opening Cash on hand =		\$25.00	<i>Alfred Brown</i>
\$348.35	-	\$1548.35	02/2/00	Disability Pension	-			\$25.00	<i>Alfred Brown</i>
\$56.05	-	\$1604.40	02/2/00	Mobility allowance	-			\$25.00	<i>Alfred Brown</i>
-	\$60.00	\$1544.40	03/2/00	Transfer groceries account	-			\$25.00	<i>Alfred Brown</i>
-	\$20.00	\$1524.40	03/2/00	Transfer household bills account	-			\$25.00	<i>Alfred Brown</i>
-	\$10.00	\$1514.40	03/2/00	Transfer personal holiday account	-			\$25.00	<i>Alfred Brown</i>
-	\$47.00	\$1467.40	03/2/00	Optus Bill Chq# 2361094	-			\$25.00	<i>Alfred Brown</i>
-	\$65.00	\$1402.40	03/2/00	To cash tin	-	\$65.00		\$90.00	<i>Alfred Brown</i>
-	-	-	04/2/00	Community day access	1	-	\$5.00	\$85.00	<i>Anita Taylor</i>
-	-	-	05/2/00	Movies	2	-	\$7.50	\$77.50	<i>David Watchman</i>
-	-	-	06/2/00	Bus Fare	3	-	\$2.50	\$75.00	<i>David Watchman</i>
-	-	-	06/2/00	Mothers birthday present	4	-	\$45.00	\$30.00	<i>Marie Shearer</i>
-	-	\$1402.40	07/2/00	Balance Checked and correct	-	-	-	\$30.00	<i>Marie Shearer</i>
-	-	\$1402.40	08/2/00	Balance Checked and correct	-	-	-	\$30.00	<i>Anita Taylor</i>
-	\$65.50	\$1336.90	9/02/00	Dentist Chq# 2361132	-	-	-		<i>David Watchman</i>
-	-	-	10/2/00	Spending Money	5	-	\$30.00	\$0.00	<i>Anita Taylor</i>
-	-	-	10/2/00	Change from wallet	-	\$10.00	-	\$10.00	<i>Anita Taylor</i>
-	\$35.00	\$1301.90	11/2/00	To cash tin	-	\$35.00	-	\$45.00	<i>David Watchman</i>
-	-	\$1301.90	12/2/00	Balance Checked and correct	-	-	-	\$45.00	<i>Anita Taylor</i>
\$404.40	302.50	\$1301.90	12/2/00	END OF PAGE TOTALS		110.00	90.00	\$45.00	<i>Anita Taylor</i>

TOTAL TOTAL CARRY OVER DATE PAGE 1 OF FOR THIS MONTH TOTAL TOTAL CARRY OVER Initial confirmation of transfers from bank Account to float