APPENDIX B

SERVICE USER OR SITE _____ MONTH_____ YEAR '____ BANK ACCOUNT NUMBER_____

BANK ACCOUNT

INCOME AND EXPENDITURE

CASH FLOAT

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	**Signature** Sign every entry
Opening Balance =				BALANCES CARRIED FORWARD		Opening Cash on hand =			
				END OF PAGE TOTALS					
TOTAL	TOTAL	CARRY OVER	DATE	PAGE ___ OF ___ FOR THIS MONTH		TOTAL	TOTAL	CARRY OVER	Initial confirmation of transfers from bank Account to float

APPENDIX B