

EXAMPLE OF ADDITIONAL PAGE

When starting an additional page:

- Fill in the page number
- Cross out the “opening balance” and “opening cash on hand” row title
- Enter the balances carried over from the previous page.

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		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 =		\$1299.80	12/2/0	BALANCES CARRIED FORWARD		Opening Cash on hand =		\$45.00	Anita Taylor
-	-	-	13/2/0	Bus Fare	6	-	\$2.50	\$42.50.00	David Watchman
-	\$20.00	\$1279.80	28/2/0	To cash tin	-	\$20.00	-	\$25.50	David Watchman
-	-	\$1279.80	29/2/0	Balance Checked and correct	-	-	-	\$25.50	Anita Taylor
\$0.00	\$20.00	\$1279.80	29/2/0	END OF PAGE TOTALS		\$20.00	\$39.50	\$25.50	Anita Taylor
TOTAL	TOTAL	CARRY OVER	DATE	PAGE <u>2</u> OF <u> </u> FOR THIS MONTH		TOTAL	TOTAL	CARRY OVER	Initial confirmation of transfers from bank Account to float

At the end of the month:

- Go back through all the months pages and fill in the “Page__ of __”
- Fill in the end of month reconciliation.