

EXAMPLE: SERVICE ACCOUNT

APPENDIX D

SERVICE USER OR LOCATION: MAITLAND **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 bankbook/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 =		\$1487.33	01/2/00	BALANCES CARRIED FORWARD		Opening Cash on hand =		\$89.45	Alfred Brown
-	-	-	02/2/00	MILK	1	-	\$2.70	\$86.75	Alfred Brown
-	\$4.70	\$1482.63	03/2/00	Account Keeping Fee	-	-	-	-	Alfred Brown
-	\$804.89	\$677.74	03/2/00	B-Pay Energy Australia	2	-	-	-	Alfred Brown
-	\$210.00	\$467.74	03/2/00	To purse for house groceries	-	\$210.00	-	\$296.75	Alfred Brown
-	\$72.40	\$395.34	03/2/00	Telstra Bill Chq#145008	3	-	-	-	Alfred Brown
-	-	\$395.34	03/2/00	Checked and Correct	-	-	-	\$296.75	Alfred Brown
-	-	-	04/2/00	House Groceries- Woolworths	4	-	\$146.45	\$150.30	Alfred Brown
-	-	-	04/2/00	Milk and biscuits	5	-	\$9.80	\$140.50	Anita Taylor
-	-	-	05/2/00	Fruit and Bread	6	-	\$3.40	\$137.10	David Watchman
\$180.00	-	\$575.34	07/2/00	EPay transfer resident contribution	-	-	-	-	David Watchman
\$180.00	-	\$755.34	07/2/00	EPay transfer resident contribution	-	-	-	-	Marie Shearer
\$180.00	-	\$935.34	07/2/00	EPay transfer resident contribution	-	-	-	-	Marie Shearer
-	\$210.00	\$725.34	07/2/00	To purse for house groceries	-	\$210.00	-	\$347.10	Anita Taylor
-	\$65.50	\$659.84	09/02/00	Butchers	7	-	\$56.00	\$291.10	David Watchman
-	-	-	09/2/00	House Groceries - Woolworths	8	-	\$211.25	\$79.85	Anita Taylor
-	\$25.00	\$634.84	11/2/00	Bobs Lawn care chq#155651	9	-	-	-	Anita Taylor
-	-	-	12/2/00	Milk and Bread	10	-	\$13.55	\$66.30	David Watchman
-	-	\$634.84	12/2/00	Balance Checked and correct	-	-	-	\$66.30	Anita Taylor
\$540.00	\$1392.49	\$634.84	12/2/00	END OF PAGE TOTALS	-	420.00	443.15	\$66.30	<i>Anita Taylor</i>
TOTAL	TOTAL	CARRY OVER	DATE	PAGE <u>1</u> OF <u> </u> FOR THIS MONTH		TOTAL	TOTAL	CARRY OVER	Initial confirmation of transfers from bank Account to float