Relief Unlimited, PO Box 2378, Port Jabel, Euro

| Receipt | s | | | | | | | | | |
|---|--|----------|------|-----------|---------|-----------------|----------------|-------------------|---|-------|
| Date | Details | Ref. No. | Code | Cash in | Bank in | Opening balance | Country office | Head- quarters | | Other |
| 01-Mar | Opening balances | | | 19,150.00 | 0.00 | 19,150.00 | | 1 | | |
| 02-Mar | Cash from Headquarters | | | 20,000.00 | | | | 20,000.00 | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | Typical user: The staff member who is | | | | | | | | | |
| | responsible for both cash and bank receip payments. | | | | | | | | | |
| | Alternative names: Cash book | | | | | | | | | |
| | Format: Receipts to cash and bank are | | | | | | | | | |
| | one sheet, and payments from cash and another in this example. Alternatively, Canonical another in this example. | | | | | | | | | |
| | receipts and payments can be shown on (a Cash book) and Bank receipts and pay | | | | | | | | | |
| | another (a Bank book). Each bank acco have a separate Bank book. | | | | | | | | | |
| | | | | | | | | | | |
| Total receipts (including opening balances) | | | | 39,150.00 | 0.00 | 19,150.00 | - | 20,000.00 | - | - |

Analysed cash and bank book

Relief Unlimited, PO Box 2378, Port Jabel, Euro

Page 1b

| Payment | :S | | | | | |
|-----------|--------------|----------|---------------|------|----------|----------|
| Date | Details | Ref. No. | Cheque number | Code | Cash out | Bank out |
| 02-Mar | Purchase ZED | | | | 10,000 | |
| 09-Mar | Purchase ZED | | | | 3,000 | |
| 16-Mar | Purchase ZED | | | | 7,000 | |
| 30-Mar | Purchase ZED | | | | 16,000 | |
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| Total pag | yments | 36,000 | 0 | | | |

Closing balance (total receipts - total payments)

3,150 0

| Staff | nalysed by bι Travel | | Communicat | Supplies & | Evaluation | Insurance | Miscellaneous | Head office | Contingency | Advances | Other |
|-------|-------------------------|---|------------|------------|---|-----------|---------------|-------------|-------------|----------|----------|
| - 10 | | | ions | materials | _ : ::::::::::::::::::::::::::::::::::: | | | overhead | | | payments |
| | | | | | | | | | | | 10,000 |
| | | | | | | | | | | | 3,000 |
| | | | | | | | | | | | 7,000 |
| | | | | | | | | | | | 16,000 |
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| 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 36,00 |