## Basic Financial Record Form

**Record name**

**Organisation, office etc**

**Responsible person**

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Ref. No.</th>
<th>Code</th>
<th>Money in</th>
<th>Money out</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Opening balance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Insert name of record as necessary e.g. "Team member cash book", "Petty Cash", "Cash Book" etc.**

**Balance column is very useful but is not always included in Cash and Bank books.**

**Code may not be filled in immediately but useful reminder that expenditure should relate to a budget.**

**This can be either the "Closing balance" of the previous accounts, or the balance brought forward from a preceding page.**

**The number on the receipt etc. which identifies the piece of paper supporting the payment or receipt.**

---

Copyright © John Cammack, Tim Foster, Simon Hale 2005  www.fme-online.org  Basic financial record form.xls, page 1 of 1, 12/01/2006