Record nam	е		Currency		Page	_ of _
Organisation	n, office etc			Responsible perso	n	
Date	Details	Ref. No.	Code	Money in	Money out	Balance
	Opening balance			useful b	column is very ut is not	
					ncluded in d Bank books	
	Insert name of record as necessary e.g. "Team member cash book", "Petty Cash", "Cash					
	Book" etc.			imme	may not be filled in ediately but useful nder that expenditu	
	This can be	e either the lance" of the		shou	ld relate to a budge	
	previous ac balance bro	counts, or the bught forward		etc. which is of paper su	r on the receipt dentifies the piece pporting the	
	Trom a pred	ceding page.		payment or	receipt	