Record name				Currency Page _ of _			of
		1	4				
Date	Details		Ref. No.	Code	Money in	Money out	Balance
	Opening balance						
						ce column is	
	Insert name of record as necessary e.g. "Tim Foster				very u	s included in	
	Expenses", "Petty Cash"	Expenses", "Petty Cash", "Bank Book" etc.			Cash	and Bank books	
	BOOK etc.						
		This can be either t "Closing balance" of	f the			may not be filled in	
		previous accounts, balance brought for			imme remii	ediately but useful nder that expenditu	re
		from a preceding pa			shou	ld relate to a budge	t
						r on the receipt	
					piece of par	dentifies the per supporting	
					the paymen	t or receipt	