

# Cash Book Accounting

Sample Monthly Entry  
 XYZ Community Group  
 Receipts & Payments for the month of February 2011

DATE	EXPENDITURE/ INCOME	CHEQUE/ RECEIPT #	RECEIPTS	BANKING	PAYMENTS	BALANCE	INCOME					EXPENDITURE							
							Donations	Grants	Other	Rent	Power	Volunteer Costs	Office Supplies	Telephone	Other				
2011	Balance brought fwd					550.00													
07/02/11	J Smith - Mileage	120			40.30	509.70							40.30						
07/02/11	Powerco	121			65.00	444.70								65.00					
07/02/11	Telecom	122			112.00	332.70										112.00			
15/02/11	S. Jones	r/555	100.00			432.70	100.00												
18/02/11	F. Brown	r/556	25.00	125.00		457.70	25.00												
20/02/11	Lottery Grant	r/557	4,000.00	4,000.00		4,457.70		4000.00											
22/02/11	Petty Cash Reimbursement	123			41.80	4,415.90									21.80				20.00
28/02/11	Interest	b/s	6.20	6.20		4,422.10					6.20								
15/02/11	Bank Fees	b/s			5.00	4,417.10													5.00
25/02/11	Rent	a/p			200.00	4,217.10						200.00							
Total	Total for Month		4,131.20		464.10		125.00	4000.00	6.20		6.20	200.00	65.00	40.30	21.80	112.00			25.00
Add last Month ytd			4,760.35		5,390.75		1,452.00	3000.00		308.35	2000.00	380.00	960.00	424.00	875.00				751.75
Total year to date			8891.75		5854.85		1577.00	7000.00		314.55	2200.00	445.00	1000.30	445.80	987.00				776.75

(taken from the Community Resource Kit, Family & Community Services - Ministry of Social Development - Crown Copyright 2006)

**TIP**

The totals in the "Expenditure" columns should add up to the total in the "Payments" column, and the totals in the "Income" columns should add up to the total in the "Receipts" column.