BANK RECORD Balance in Bank at start of Month							ide notes /	© P. Hing	
					£	<u> </u>	Money in Petty Cash at start of Month		р
This "start of Month" figure is 0 if this is your first month of trading. Otherwise it is the previous m					1,505	64	This "start of Month" figure is 0 if this is your first month of trading. Otherwise it is the previous month's	7	3
	"Balance		Month".				"Money in Petty Cash at end of Month".		
	IKINGS (& Direct Credits)		Non-Sa		Sale	S	MONEY INTRODUCED DURING MONTH		
ate	Details	Ref	£	р	£	р	Date Source of Money Ref	_	
4	Feb Cheques	136			220	48	12 From Business Bank a/c - by card 5	0	0
8	From Personal a/c	_	1,000	00			If you were to make a		
1	ABC Co	D/C			1,382	50	petty cash payment with <u>your own</u> <u>cash</u> , you need to record the same amount here,		
9	B.I.G. Buyers & Co	D/C			1,955	25	as you have added new money into the "petty cash box".		
6	A.N. Other Co	D/C			126	50			
0	Brown & Son (Invs 028/031)	137			316	00	If you make a lot of small value card sales, you could add them up on your bank	0	0
31	Card Sales (total)	D/C Any l	oan, grant, s	sale of a	986	60	statement and enter the total here. The total may not match the SALES figure due to the delay in them		
	The entries above are	interest	the bank p	ays, ta	x refund or		appearing in your bank statement.		
					business sho 'column, and		PAYMENTS BY PETTY CASH Allowable Expenses		
Sta	tement. This makes this column easier to complete and check.		cify the sou			_	Generally, costs you pay with the sole purpose of earning business	\forall	
	The "Ref"	(Reference	e) column				Stock or profits are allowable expenses. Hence	Н	
	could be the last	st 3 figur	es of the B				Raw Materials	_	
	invoice(s) be	eing paid.	Here "D/C"	"				_	L
	rile your Kemittance Mavice	a Direct (Credit.					4	0
notes and bank pay-in details together Total in the same order as above. 1,000 00					4,987	33	Employee Costs" is where you record staff wages	$ \bot $	
ota	Il Bankings (ie Total Non-Sales +	Sales)			5,987	33	Costs (or Directors' salaries) paid in cash. Ideally, use one line		
			low your <u>fin</u>				for each person. Business Rent/Rates		
DIRECT DEBITS (& Standing Orders)					14013.		Premises Cleaning		
ate	Details			Ref			Costs Electric/Gas/Heat/Water	\exists	
6	Bank Charges "Bank Interes"	et" is		D/D	65	00			
	Bank Interest (for interest you are	charged,)				Repairs Repairs/Maintenance		
)1	Card Charges eg on an overd		Charges" is	D/D	145	00	Postage/Parcels If there is more	2	4
	Other Finance Charges (for lease a	and HP pa	yments etc	(but)			General Stationery/Printing than one transaction in any	6	7
	note wn	nat the pay	ment is for	1.			Admin. category in the month, just	2	5
	For those suppliers you pay by Direct Debit, you could record that he	k i i					Expenses Sunaries show the total. Telephone/Fax/Mobile	_	Ť
7	is probably better to record those transact	ions on th	e					+	
	following PAYMENTS pages as that permits of the expenditure (ie what it's for), and i							9	9
	to add to similar expenditure that	it is					- Cultil Exponess	-	7
	made by cheque etc.						Travel &	\dashv	
2	Cash Withdrawals (by card)				50	00	11.02	-	
	This cash is only to top						Ads & Promotion It's unlikely you would pay cash for solicitor's or accountant's fees, but	-	
	up the Petty Cash Box. Note the entry under "MONEY INTRODUCED"					there might be a sundry expense.	\dashv		
	on the same date.						Other "Other Expenses". Avoid Expenses overuse of this category and explain any	_	
ota	I Debits				260	00	payment you record here.	_	
	The "Bala and your business Ba		d of Month		1)	\vdash	"Drawings" is where you	\dashv	
	if your entries in the B/	ANK RECO)RD and PA	YMENTS	columns are	as)	Drawings (record wages you take from petty cash) as a sole trader or partner.	\dashv	
MONTH'S BANK BALA bank account, the figures may not balan					ce.		Total Payments by Petty Cash	5	7
sala	nce at start of Month + Total Bankin	igs — 101	iai Debits		7,232	97	If you have a discrepancy	\supset	
	Total Payments (from overpage)	forward			6,841	52 45	between the calculation below the cash as counted, note it he	e and	
.ess	es: Balance at end of Month (carry	ioiwaiu			<u> </u>	<u> </u>	MONTH'S PETTY CASH BALANCE carry the actual figure forwa	rd	1
.ess	es: Balance at end of Month (carry	$\overline{}$	The Bal elow should		1e)				
.ess .eav	Balance as per Bank St	tatemen	elow should Balance a	equal thabove.	391	45	Petty Cash at start of Month + Money Introduced	7	3
ess eav	Balance as per Bank St Add any hanking	tatemen	elow should Balance a s only neede	equal thabove.	391	45	Petty Cash at start of Month + Money Introduced Less Total Payments by Petty Cash (from above) 13		+
ess eav BAN	Balance as per Bank St Add any banking If you da Less any paym transaction	tatemen his check i ite your ent on rather t	elow should Balance a s only neede ries <u>when</u> yo	equal the above. d ou do the mas the	391	45	Petty Cash at start of Month + Money Introduced		7