Week commencing 23rd February 200

WORKED EXAMPLE with more Instructions opposite

MONEY RECORD

Money in hand at start of Week	£	p
	178	23

DAILY TAKINGS		
Monday	63	12
Tuesday	39	73
Wednesday	127	32
Thursday	98	40
Friday	122	43
Saturday	163	82
Sunday		
Total Takings	614	82

OTHER MONEY COMING IN		
From private a/c	1000	00
Cash from Bank	80	00
Total	1080	00

WEEK'S MONEY BALANCE		
£ at start of week	178	23
+ Daily Takings	614	82
+ Other Money In	1080	00
– Daily Bankings	1571	71
– Cash Payments	201	02
Leaves: Balance	100	32

Carry these figures forward to next week.

Money in hand at end of Week		
Total as counted	100	22

Discrepancy ±	–	10p

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BANK RECORD

Balance in Bank at start of Week	£	p
	841	27

DAILY BANKINGS		
Monday	158	23
Tuesday		
Wednesday	80	65
Thursday		
Friday	1332	83
Saturday		
Sunday		
Total Bankings	1571	71

DIRECT CREDITS/DEBITS			
Direct Credits	ABC Ltd	75	00
	A.Big Client	425	00
Total Credits		500	00
Direct Debits	Bank Charges	34	75
	Bank Interest		
	Card Charges		
	Other Charges		
	Cash Withdrawn	80	00
Total Debits		114	75

WEEK'S BANK BALANCE		
£ at start of week	841	27
+ Daily Bankings	1571	71
+ Direct Credits	500	00
– Direct Debits	114	75
– Chq. etc Payments	1954	16
Leaves: Balance	844	07

Monthly Bank Statement Check		
Statement Balance	1011	24
Add any bankings	1332	83
Less any payments (Not yet on Statement)	1500	00
Leaves: Balance	844	07

PAYMENTS RECORD

The types of payment listed in this PAYMENTS RECORD column are similar to those used in your Tax Return.

		Ref	BY CASH £	BY CASH p	BY CHEQUE, CARD OR DIRECT BANKING £	BY CHEQUE, CARD OR DIRECT BANKING p
Stock or Raw Materials	A. Jones	133	22	20		
	A. Supply Co.	072			87	23
	I.M. Quick	134	12	32		
	Brown & Son	073			107	24
	J. Smith & Co.	26th			156	90
Stock or Raw Materials Sub-Totals			34	52	351	37
Employee Costs	Staff Wages B. Good (Pt-time)	075			60	00
	A. Helper (Pt-time)	139	50	00		
	Staff PAYE/NIC					
Premises Costs	Business Rent					
	Business Rates					
	Cleaning					
	Electric/Gas/Heat/Water	074			23	79
	Property Insurance					
Repairs						
General Admin. Expenses	Business Insurances					
	Postage/Couriers	136	1	12		
	Stationery/Printing	137	13	50		
	Subscriptions					
	Sundries 135 &	138	1	88		
	Telephone/Fax/Mobile					
	Internet					
Motor	Fuel	077			19	00
	Repairs/Service					
	Other Costs (specify)					
Travel & Subsistence						
Advertising & Promotion						
Legal & Professional						
Other Expenses						
Drawings & NIC	Self	140	100	00		
CAPITAL EXPENDITURE	Van (2nd hand)	076			1500	00
Total Cash & Cheque etc Payments			201	02	1954	16

Ref = Reference. For a cash payment you could use the payment date in the Ref column or you could give each invoice a unique number and use that instead. For a cheque payment, use the last 3 figures of the cheque number. For a card or a direct banking transaction, just use the date.

General Note
Only expenditure that is "wholly and exclusively" for your business is normally tax deductible.

Good Practice
When you complete a page, it's good practice to transfer the figures to the "At Year End" Annual Summary pages located near the end of this book. Tip: Use pencil to begin with!