DAILY TAKINGS AND EXPENDITURE

SHOP LOCATION ______________________ WEEK ENDING ____ / ____ / ____

	No. OF SALES	TILL TOTAL	CASH SALES	CREDIT SALES	CASH EXPENSES	BANKING	GST
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTALS							

TOTAL EXPENSES AND ALLOWANCES		GST	REMARKS
CASH EXPENSES			
WAGES			
CASUALS			
RENT			
MAINTENANCE			
INSURANCE			
GAS/ELECTRICITY			
…UPPLIES			
…S			
TOTAL EXPENSES			

…CHASES … OR RESAL…

SUPPLIER	AMOUNT	GS…	…UPPLIER	…T	
			TOTALS		
			VALUE OF BALANCE OF STOCK PREVIOUS WEEK		
			TOTAL VALUE OF GOODS FOR RESALE		

WEEKLY BALANCE OF TRADING				**%**
CASH SALES		TOTAL B/F		
CREDIT SALES		TOTAL VALUE OF GOODS FOR RESALE		
TOTAL SALES		GROSS PROFIT		
PLUS END OF WEEK STOCK		EXPENSES		
TOTAL C/F		NET PROFIT		
		ADD PROFIT PREVIOUS WEEK		
		CUMULATIVE NET PROFIT		

GST LIABILITY	
GST ON SALES	
LESS GST ON INPUTS	
NET GST DUE	

SAMPLE
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