

NAME/LOCATION: _____

WEEK ENDING / /

RECEIPTS											CHEQUE PAYMENTS			
DAY	DATE	SUNDRIES				TOTAL RECEIPTS	AMOUNT BANKED	GST	CHEQUE NO.	PAID TO	FOR	AMOUNT	GST	
		DETAILS	AMOUNT											
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														
TOTALS														

SAMPLE

© Zions Pty Limited

DETAILS	CASH PAYMENTS							CHEQUES)			TOTALS		
	MONDAY	TUE	WED	THUR	FRI	SATUR	SUN	PAID TO	FOR	AMOUNT			
Purchases													
Wages													
Drawings													
TOTALS													

GST LIABILITY			
GST ON SALES			
<i>LESS</i> GST ON INPUTS			
NET GST DUE			

ESTIMATED WEEKLY TRADING RESULTS			
TOTAL SALES			
<i>LESS</i> COST OF SALES (est.)			
ESTIMATED NET PROFIT FOR WEEK			

Manager's Report _____