GOODS PURCHASED BY CASH OR CHEQUE

DATE	PAID TO	CHQ No. OR CASH	AMOUNT	GST
	CARRIED FORWARD			

Cash Purchases. Make only one entry each day of the total amount paid out.

GOODS PURCHASED BY CASH OR CHEQUE (continued)

DATE	PAID TO	CHQ No. OR CASH	AMOUNT	GST
TOTAL PURCHASES PAID THIS WEEK		$		

EXPENSES AND ALL OTHER EXPENDITURE

DATE	PAID TO	A/C No.	CHQ No. OR CASH	AMOUNT	GST
TOTAL EXPENSES AND OTHER EXPENDITURE PAID THIS WEEK			$		

Expenses. Transfer each item individually to the Summary of Expenditure. If there are several items of the same type, group together when transferring.

RECEIPTS

DATE	DAY	AMOUNT	GST
	MONDAY		
	TUESDAY		
	WEDNESDAY		
	THURSDAY		
	FRIDAY		
	SATURDAY		
	SUNDAY		
	TOTAL THIS WEEK		
	GRAND TOTAL LAST WEEK		
	GRAND TOTAL TO DATE $		

RECORD OF BANK DEPOSITS

	MONDAY	
	TUESDAY	
	WEDNESDAY	
	THURSDAY	
	FRIDAY	
	SATURDAY	
	SUNDAY	
	TOTAL DEPOSITS	
	TOTAL L	
	EPOSITS $	

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SALARY AND WAGES

EMPLOYEE	GROSS	TAX	OTHER	NET WAGE

GST LIABILITY

	GST COLLECTED	GST INPUT CREDITS	GST DUE (NET)
BROUGHT FORWARD			
THIS WEEK			
CARRIED FORWARD			

NOTES

SUMMARY OF EXPENDITURE

A/C NO.	ACCOUNT	THIS WEEK	LAST WEEK GRAND TOTALS	GRAND TOTALS TO DATE
1	PURCHASES			
2	ACCOUNTANCY FEES			
3	ADVERTISING			
4	BANK CHARGES			
5	CLEANING			
6	ELECTRICITY			
7	ENTERTAINING			
8	EQUIPMENT LEASING			
8A	FBT			
9	FREIGHT			
10	GAS AND FUEL			
11	INSURANCES (FIRE, ETC.)			
12	INTEREST			
13	LAUNDRY			
13A	LEASES			
14	LEGAL FEES			
15	LICENCES			
16	OFFICE REQUISITES			
	ING MATERIALS			
	URCHASES			
	E AND TELEPHONE			
	S AND STATIONERY			
	O MOTOR VEHICLE			
	D PLANT			
	D PROPERTY			
26	ENTS			
27				
28				
29				
30	VEHICLE RUNNING EXPENSES			
31	SECURITY			
32				
33				
34				
PERSONAL EXPENDITURE (TAX DEDUCTIBLE)				
35A	DONATIONS			
35B	EDUCATIONAL			
35C				
35D				
35E				
PERSONAL EXPENDITURE (NON-DEDUCTIBLE)				
36A	INCOME TAX			
36B	ENTERTAINING			
36C	PERSONAL			
36D	LOAN REPAYMENTS			
36E				
36F				
GST PAID				
40	GST			
	TOTALS $	(A)	(B)	(C)

If keeping progressive totals, check the accuracy of your additions by ensuring that (a) plus (b) always equals (c).

SAMPLE
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