Name of Business | ABN

RECEIPTS AND PAYMENTS CASH BOOK

Period | Ref.

RECEIPTS

Date	Details	Ref.	Amount Banked	GST	Discounts Allowances	Account Customers	Cash Sales	Other Receipts
	Brought forward							
	Totals							
	Carried forward							

PAYMENTS

Date	Payment to	Payment Ref	Total Amount Paid			GST Component
			Cheque	Cash	Credit Card	
	Brought forward					
	Totals					
	Carried forward					

PAYMENTS DISSECTION

Purchases	Wages	Rent Leases	Motor Vehicle Travel Expenses	Water Gas Electricity	Postage Telephone Office Req.	Repairs Maintenance	Freight	Bank Fees Interest	Rates Insurances	Super-annuation			Private Drawings	Sundries

SAMPLE
© Zions Pty Limited