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Write in the name of your group
and the month/quarter/year you
are reporting on

Balance at the end of the
previous month/quarter/year

Go through your account book
and add up all the income
during the period

Add up all the expenditure,
including petty cash

Add the income to the previous
balance and subtract the
expenditure

Make sure you take into account
bank transactions that have not
yet appeared on your statement

Count your petty cash

Add the bank balance and petty
cash balance together. This
should give the same figure as
the total above.

How much money do we have?

Balance of funds held by

_____ at end of _____

At the end of _____, we had _____.

Since then we have received _____.

and spent _____.

So our current total is _____.

£ £ £ £ £ £ £

The balance of our bank account is _____.

and the amount of cash we have is _____.

Total balance _____.

£ £ £ £ £ £ £