

INCOME

IN

Year:

[illegible]

EXPENDITURE

Year:

OUT

[illegible]

RECORD KEEPING SHEET

SUMMARY

Year:

INCOME & EXPENDITURE (including VAT)

| Quarter | TOTAL INCOME | TOTAL EXPENDITURE | DIFFERENCE |
|------------------------|--------------|-------------------|------------|
| Q1 (1 Jan – 31 march) | | | |
| Q2 (1 April – 30 June) | | | |
| Q3 (1 July– 30 Sept) | | | |
| Q4 (1 Oct– 31 Dec) | | | |
| TOTAL | | | |

VAT

| Quarter | VAT IN | VAT OUT | DIFFERENCE |
|------------------------|--------|---------|------------|
| Q1 (1 Jan – 31 march) | | | |
| Q2 (1 April – 30 June) | | | |
| Q3 (1 July– 30 Sept) | | | |
| Q4 (1 Oct– 31 Dec) | | | |
| TOTAL | | | |

MONEY

| Quarter | START | END | DIFFERENCE |
|-----------------|-------|-----|------------|
| Q1 CASH BALANCE | | | |
| Q1 BANK BALANCE | | | |
| Q1 TOTAL | | | |
| Q2 CASH BALANCE | | | |
| Q2 BANK BALANCE | | | |
| Q2 TOTAL | | | |
| Q3 CASH BALANCE | | | |
| Q3 BANK BALANCE | | | |
| Q3 TOTAL | | | |
| Q4 CASH BALANCE | | | |
| Q4 BANK BALANCE | | | |
| Q4 TOTAL | | | |