



Your Books

The following related tools and resources can be found in the 'Tools and Resources' section in the members only area of the website.

- Cash Book spreadsheet

Cashbook

You need somewhere to record all your income and expenditure to give you an indication of your cash balance.

This can be done in a simple cashbook see example.

It is a good idea

- To record all transactions as they occur to ensure that you have up to date accurate records.
- When writing a cheque to write the date paid and the cheque number on the supplier's invoice and enter the details into the cash book
- To regularly reconcile your figures with your bank statements

Petty Cash

If staff need to buy a lot of small items such as books, crayons, milk, stamps and so on these can be recorded in a petty cash book and the totals transferred weekly or monthly.

It is a good idea to

- Decide on a limit or float for the petty cash system
- Have a lockable petty cash box kept in a safe place with a member of staff responsible for it
- Keep all receipts and/or record of all purchases

VAT

If you are VAT registered you will also need to record a breakdown of the net amount, VAT and total amount of each purchase.