



It is the best practice to record the money coming into your group : where the money came from, when you received it as well as the amount. The money you receive could be cash, cheques, direct credit/lodgement into your bank account, bank interest received, etc. As money is received it should be entered into your receipts book. It is advisable to create columns for those items of income that arrive regularly which shows an analysis of the type of income, e.g. Grant, rent, fees, sales, other. This enables the total amount received for each type of income to be easily identified.

Number	Item description	Total £	Date invoiced	Date received	Fees £	Fees £	Other Income £
001	Fees	104	2 May	2 May	104		
002	Fees	112	9 May	9 May	112		
003	Fees	128	16 May	16 May	128		
004	Grant	235		12 May		235	
005	Fees	96	23 May	23 May	96		
006	Sponsored walk	45		12 May			45
007	Fees	120	30 May	30 May	120		
Total		840			560	235	45

- The paper work to support the entries in the book should be filed in number order. This will enable tracing of all accounts back to original documentation .
- You should use the book at the end of the month to assist you in the preparation of the bank reconciliation.

All monies received by the group should be able to be traced through paperwork from the moment it is received to the moment it is blanked or spent. This is know as an Audit Trial.

- At the end of each month the book should be totalled.
- A template attached provides a receipt book format for you to use as a guide.

All income should be kept in a safe place until it can be lodged in the bank. Ideally in a sage, locked cash box, in a locked filing cabinet etc. Where money comes in the post, details should be recorded in a post book. Should the money go missing this record will confirm that it was actually received. All money whether cash or cheques should be banked regularly.