BUSINESS INCOME AND EXPENDITURE RECORDER

FOLIO No.

RECEIPTS

DATE	PARTICULARS	FOLIO	BANK DEPOSITS	GST	DISCOUNTS ALLOWANCES	CUSTOMERS' ACCOUNTS	CASH SALES	OTHER RECEIPTS (Give Details)
TOTALS								
FORWARD								

PAYMENTS

DATE	PARTICULARS	CHEQUE No.	BANK WITHDRAWALS	GST	CASH PAYMENTS	PURCHASES	WAGES	RENT (Business)
FORWARD								
TOTALS								
FORWARD								

EXPENDITURE DISSECTIONS

DELIVERY VEHICLE COSTS TRAVELLING EXPENSES	REPAIRS REPLACEMENTS WORKSHOP EXPENSES	ELECTRICITY GAS TELEPHONE	PRINTING STATIONERY POSTAGE ADVERTISING	RATES INSURANCE INTEREST			PRIVATE DRAWINGS	SUNDRIES NATURE	SUNDRIES AMOUNT

SAMPLE

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