BUSINESS INCOME AND EXPENDITURE RECORDER

FOLIO No.

SAMPLE

RECEIPTS									PAYMENTS					EXPENDITURE DISSECTIONS														
DATE	PARTICULARS	FOLIO	BANK DEPOSITS	GST	DISCOUNTS ALLOWANCES	CUSTOMERS' ACCOUNTS	CASH SALES	OTHER RECEIPTS (Give Details)	DATE	PARTICULARS	CHEQUE No.	BANK WITHDRAWALS		GST	CASH PAYMENTS	PURCHASES	WAGES	RENT (Business)	DELIVERY VEHICLE COSTS TRAVELLING EXPENSES	REPAIRS REPLACEMENTS WORKSHOP EXPENSES	ELECTRICITY GAS TELEPHONE	PRINTING STATIONERY POSTAGE ADVERTISING	RATES INSURANCE INTEREST			PRIVATE DRAWINGS	SUNDRIES	
																											NATURE	AMOUNT
									FORWARD																			
TOTALS									TOTALS																			
FORWARD									FORWARD																			

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