

Service:

Service User:

Personal Money Book

(Cash only)

Dates in use;

From:

To:

Completing transactions – remember

	Correct	Incorrect
Complete the date in full	e.g. 15.07.19 <input checked="" type="checkbox"/> 15/07/19	e.g. 15/07 <input checked="" type="checkbox"/> or “ ”
Complete receipt numbers in order, starting at ① every new month	① ② ③ ④ ⑤ <input checked="" type="checkbox"/>	① ② ④ ⑤ ③ <input checked="" type="checkbox"/>
Complete transaction details in full	“Money out for shopping” <input checked="" type="checkbox"/> “Change from shopping”	“Cash Out” <input checked="" type="checkbox"/> “Change from above”
Update the “Money In” or “Money Out” Box, then update the Balance Box	Balance Box complete <input checked="" type="checkbox"/>	Balance Box left blank <input checked="" type="checkbox"/>
Record figures in full	e.g. £20.00 <input checked="" type="checkbox"/>	e.g. £20-- <input checked="" type="checkbox"/>
Every transaction should be double signed. If lone working, record this in the other signature box.	A. Staff <input checked="" type="checkbox"/> Lone working	No signatures <input checked="" type="checkbox"/>

To complete the Page Total:

1. Add up the “Money In” column	2. Then add up the “Money Out” column	3. Then complete the following
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Balance Carried Forward	+	Total Money In	-	Total Money Out	=	Final Balance
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The balance should equal how much is in the tin. This is how much is carried forward on to the next page.

For further assistance with completing this book, please refer to the **Transactions Guide**.

	V.		Cash Box				
Date	No	Transaction details	Money in	Money out	Balance	Signature (Client/Staff)	Signature (Staff)
		Balance carried over from previous sheet					
Totals check for the sheet			£	£	£	Page checked by:	
Balance carried forward from previous page			Total Money In	Total Money Out	Final Balance		
<div>COMMENTS</div> <div></div>							

	V.		Cash Box				
Date	No	Transaction details	Money in	Money out	Balance	Signature (Client/Staff)	Signature (Staff)
		Balance carried over from previous sheet					
Totals check for the sheet			£	£	£	Page checked by:	
Balance carried forward from previous page			Total Money In	Total Money Out	Final Balance		
<div>COMMENTS</div> <div></div>							

	V.		Cash Box				
Date	No	Transaction details	Money in	Money out	Balance	Signature (Client/Staff)	Signature (Staff)
		Balance carried over from previous sheet					
Totals check for the sheet			£	£	£	Page checked by:	
Balance carried forward from previous page			Total Money In	Total Money Out	Final Balance		
<div>COMMENTS</div> <div></div>							

	V.		Cash Box				
Date	No	Transaction details	Money in	Money out	Balance	Signature (Client/Staff)	Signature (Staff)
		Balance carried over from previous sheet					
Totals check for the sheet			£	£	£	Page checked by:	
Balance carried forward from previous page			Total Money In	Total Money Out	Final Balance		
<div>COMMENTS</div> <div></div>							

	V.		Cash Box				
Date	No	Transaction details	Money in	Money out	Balance	Signature (Client/Staff)	Signature (Staff)
		Balance carried over from previous sheet					
Totals check for the sheet			£	£	£	Page checked by:	
Balance carried forward from previous page			Total Money In	Total Money Out	Final Balance		
<div>COMMENTS</div> <div></div>							