

# *Cash Book Procedure*

## *1. Cashing up*

- 1.1. Every Morning or last thing at night, the night duty project worker will cash up. This involves keeping a brought forward B/F figure and an actual balance A/B figure
  - 1.1.1. B/F this figure is the previous days B/F figure plus all income and minus all expenditure from the previous day. (B/F=previous days B/F + Income – expenditure)
  - 1.1.2. A/B this figure is the amount of actual cash in the cash tin.
- 1.2. If there is a difference between the B/F figure and the A/B figure this should be noted next to the workings out and the manager notified that morning.

## *2. Cash in (Income)*

- 2.1. **Date column** to be filled in with current date at the beginning of the day reconciliation.
- 2.2. Enter an explanation in the **Item column** of where the cash has come from. If rent after completing item and the rent receipt and rent booking procedures enter a B in the next column.
- 2.3. The amount of cash then should be booked using 00.00 (e.g. rent = 24.00 cash from bank 250.00) format in the **In column**.

## *3. Cash out (Expenditure)*

- 3.1. Add description of goods/services to purchase in the 1<sup>st</sup> **item column**.
- 3.2. Enter the amount of money taken in the 2<sup>nd</sup> **taken column**.
- 3.3. After purchase enter the change in the 3<sup>rd</sup> **change column**.
- 3.4. Enter cost of goods/Services in the 4<sup>th</sup> **Cost column**.