Record of Individual's Spending

Sheet no: …….. **Name:**……

Date	Amount Received	Source of Money (bank withdrawal, cash received)	Items Purchased	Receipt No.	Amount Spent	Running Balance	Signature(s)

Amount Received – Record all money withdrawn from bank account, money given to you by the individual for safe keeping, and money received from Corporate Appointee or Deputy. Receipts – Receipts must be kept for purchases of £5 or more.

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