**Accounts Office Cash Receipts Book**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Description** | **Office****Receipt** | **Total** | **Book Rental** | **Tours** | **Grants** | **Other** | **Lodge****Ref** | **Lodgement****€** |
| 01/09/2017 | Capitation | Bank t/f | 10,000.00 |  |  | 10,000.00 |  | EFT | 10,000.00 |
| 01/09/2017 | Book Grant | Cheque | 2,500.00 |  |  | 2,500.00 |  | 125679 | 2,500.00 |
| 02/09/2017 | School Tour | 2457 | 600.00 |  | 600.00 |  |  | 125680 | 600.00 |
| 02/09/2017 | Book Receipts | 2458 | 80.00 | 80.00 |  |  |  | 125681 | 80.00 |
| 03/09/2017 | Book Receipts | 2459 | 50.00 | 50.00 |  |  |  | 125682 | 50.00 |
| 03/09/2017 | School Tour  | 2460 | 300.00 |  | 300.00 |  |  | 125683 | 300.00 |
| 03/09/2017 | Swimming | 2461 | 80.00 |  |  |  | 80.00 | 125684 | 80.00 |
|  |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  | **13,610.00** | **130.00** | **900.00** | **12,500.00** | **80.00** |  | **13,610.00** |

The combined total of the analysis columns must agree with the total lodgement column.