Example

Cash Received Analysis Book

Date	Details	Reference	Total	Capital Grant	Revenue Grant	Membership Fees	Donations and Fundraising	Refreshments	Banked
01/04/20XX	Council 1st Quarter grant (inc capital)	001	8,683	7,323	1,360				8,683
05/04/20XX	Membership fees (1-30)	MB 1-30	150			150			150
30/04/20XX	Jumble sale	002	200				200		
30/04/20XX	Coffee bar receipts	003	247					247	
30/04/20XX	Membership fees (31-44)	MB 31-44	70			70			517
	April total	**c/c**	**9,350**	**7,323**	**1,360**	**220**	**200**	**247**	**9,350**

Figure 5.