Example

Cash Paid Analysis Book

Date	Details	Chq No	Total	Salary, NI, Recruitment	Rent & Rates	Heat & Light	Phone & Post	Stationery & copying	Insurance & Audit	Travel & Training	Capital Equip.	Petty Cash
2/4/00	Cash from bank	001	50									50
2/4/00	Guardian job advertisement	002	450	450								
6/4/00	Rent and rates (12 months)	003	3,000		3,000							
6/4/00	BT phone installation	004	200				200					
6/4/00	The Voice - job ad	005	100	100								
6/4/00	Gazette - job ad	006	85	85								
7/4/00	Jean - Co-op (stationery)	007	76					76				
15/4/00	Co-op Insurance (12 months)	008	340						340			
16/4/00	GLS Supplies - computer	009	807								807	
18/4/00	MFI - office equipment	010	375								375	
30/4/00	J Tambo - salary for April	011	1,073	1,073								
	April Total	**c/c**	**6,556**	**1,708**	**3,000**		**200**	**76**	**340**		**1,182**	**50**
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Figure 6.