

Karen Sullivan, Cash Analysis Book

RECEIPTS (L.H. page) Usually 3 or 4 analysis columns

PAYMENTS (R.H. page) Maybe up to 11 analysis columns

Date	Received from:	Reference	Total	Sales	Other Income	Date	Paid to:	Reference	Total	Materials	Equipment	Administration
			€	€	€				€	€	€	€
08/05/07	James O'Regan	59	500	500		08/05/07	Landlord	DD	200			200
15/05/07	Meath VEC	CT	225		225	09/05/07	Liberties Arts Shop	106	200	200		
20/05/07	Donal Kelly	60	300	300		10/05/07	PC Store	CC	800		800	
25/05/07	Fiona Harvey	61	450	450		15/05/07	Karen Sullivan	107	500			
30/05/07	Harbour Hotel	62	1,000	1,000		18/05/07	Eircom	LR	150			150
03/06/07	Arts Council award	CT	1,000		1,000	22/05/07	QuikPrint	LR	30			30
07/06/07	Phyllis Murphy	63	-	-		27/05/07	ESB	LR	75			75
10/06/07	Michael Jacob	64	600	600		03/06/07	Brushes-on-line	CC	40	40		
14/06/07	Meath VEC	CT	225		225	08/06/07	Landlord	DD	200			200
15/06/07	Nth City Arts School	65	300		300	15/06/07	Karen Sullivan	108	500			
			4,600	2,850	1,750				2,695	240	800	655

Reference: may be a lodgement book number, invoice number, cheque number, etc.

LR = Laser Card

CC = Credit Card

CT = Credit Transfer

DD = Direct Debit

Drawings: Cash taken out of the business by Karen for her private use

Drawings

€

500

500
1000