

**Receipts**

Month:

Year:

	Date	Description	Paying-in reference	1 Total	2 Fees from parent/ carer	3 NEF 3- and 4-year-olds	4 NEF 2-year-olds	5 EYPP	6 Vouchers	7 Milk refund	8 Fundraising and donations	9 Bank interest	10 Other incl. grants
1													
2													
3													
4													
5													
6													
7													
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11													
12													
13													
14													
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16													
17													
18													
19													
20													
			<b>Total</b>										

SAMPLE

**Payments**

**Month:**

**Year:**

	Date	Description	Cheque no. or payment ref.	1 Total	2 Salaries	3 Rent and rates	4 Utilities	5 Food and drink	6 Consumables	7 Equipment	8 Office costs	9 Meeting costs	10 Other
1													
2													
3													
4													
5													
6													
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17													
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20													
			<b>Total</b>										

SAMPLE