

CASH RECEIPTS										CASH DISBURSEMENTS				
Cash Received from Sales				Total Sales & Tax	Other Cash Received	Bank Deposit	Bank Balance	Date		Check Number	Payee Description	Paid Out By Check	Paid Out By Cash	
			Sales Tax					Mo	Day					
1														1
2														2
3														3
4														4
5														5
6														6
7														7
8														8
9														9
10														10
11														11
12														12
13														13
14														14
15														15
16														16
17														17
18														18
19														19
20														20
21														21
22														22
23														23
24														24
25														25
26														26
27														27
28														28
29														29
30														30
31														31
32														32
33														33

**DISTRIBUTION OF EXPENSES AND OTHER PAYMENTS**

	MDSE. & Material Purchases	Net Payroll	Repairs & Maint.	Operating Supplies	Taxes	Loan Payments	Utilities & Phone	Insurance	Auto Expense	Office & Postage	Draw & Personal	Other Expenses & Payements			
												Description	Amount		
1															1
2															2
3															3
4															4
5															5
6															6
7															7
8															8
9															9
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
18															18
19															19
20															20
21															21
22															22
23															23
24															24
25															25
26															26
27															27
28															28
29															29
30															30
31															31
32															32
33															33