

BREAKDOWN OF INCOME AND EXPENDITURE DETAILS TEMPLATE

| Official receipt date or electronic record date | Receipt reference no. (official receipt or electronic record) | Description of income items (e.g. name of donor, organisation, digital platform used, fund-raising date/period etc.) | Amount \$ | Bank-in date/ Bank credit date |
|--|--|---|------------------|---|
| <u>Income</u> | | | | |
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| Invoice/ receipt date | Invoice/ receipt no. | Supplier/payee/ digital platform used | Description of expenditure items | Cheque no. (if applicable) | Amount \$ | Bank clearance date/ Bank debit date |
|----------------------------------|---------------------------------|--|---|---------------------------------------|------------------|---|
| <u>Expenditure</u> | | | | | | |
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