

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>				

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>						