

**BREAKDOWN OF INCOME AND EXPENDITURE DETAILS TEMPLATE**

<b>Official receipt date or electronic record date</b>	<b>Receipt reference no. (official receipt or electronic record)</b>	<b>Description of income items (e.g. name of donor, organisation, digital platform used, fund-raising date/period etc.)</b>	<b>Amount \$</b>	<b>Bank-in date/ Bank credit date</b>
<b><u>Income</u></b>				

<b>Invoice/ receipt date</b>	<b>Invoice/ receipt no.</b>	<b>Supplier/payee/ digital platform used</b>	<b>Description of expenditure items</b>	<b>Cheque no. (if applicable)</b>	<b>Amount \$</b>	<b>Bank clearance date/ Bank debit date</b>
<b><u>Expenditure</u></b>						