DAILY TAKINGS AND EXPENDITURE

SHOP LOCATION

WEEK ENDING / /

	No. OF SALES	TILL TOTAL	CASH SALES	CREDIT SALES	CASH EXPENSES	BANKING	GST
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
TOTALS							

TOTAL EXPENSES AND ALLOWANCES		GST	REMARKS
CASH EXPENSES			
WAGES			
CASUALS			
RENT			
MAINTENANCE			
INSURANCE			
GAS/ELECTRICITY			
TELEPHONE			
OTHER SUPPLIES			
SUNDRIES			
TOTAL EXPENSES			

PURCHASES OF GOODS FOR RESALE

SUPPLIER	AMOUNT	GST	SUPPLIER	AMOUNT	GST
			TOTALS		
			VALUE OF BALANCE OF STOCK PREVIOUS WEEK		
			TOTAL VALUE OF GOODS FOR RESALE		

SAMPLE

WEEKLY BALANCE OF TRADING			%
CASH SALES		TOTAL B/F	
CREDIT SALES		TOTAL VALUE OF GOODS FOR RESALE	
TOTAL SALES		GROSS PROFIT	
PLUS END OF WEEK STOCK		EXPENSES	
TOTAL C/F		NET PROFIT	
		ADD PROFIT PREVIOUS WEEK	
		CUMULATIVE NET PROFIT	

GST LIABILITY	
GST ON SALES	
LESS GST ON INPUTS	
NET GST DUE	