

Church cash book

One account and currency per sheet. Fill in the PDF or print a copy; calculate balances manually.

Church

Cash / bank account

Currency

Period

Opening balance

Date	Reference	Description	Fund	Received	Paid out	Balance
This sheet's totals						Closing balance

Notes / outstanding items

Prepared by / signature

Reviewed by / signature

Previous balance + received - paid out = new balance. Transfers between your own accounts are not new income or expenses.

Internal recordkeeping template. Keep supporting receipts. Not a tax receipt or a substitute for accounting advice.