Logo, company name

Description automatically generated

**FINANCIAL RECORD FORM**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MONTH/YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipts for expenditures over $10.00 shall be obtained and made a permanent part of the record. Carry ending balance onto new form and retain in the file for monitoring during yearly audit.

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| --- | --- | --- | --- | --- | --- |
| **DATE** | **DEPOSIT/CREDIT** | **WITHDRAWAL/DEBIT** | **DESCRIPTION OF TRANSACTION/VENDER** | **BALANCE** | **VALIDATION** |
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