

Business name

Period ended

Start of period

Opening cash as counted

Opening bank balance

Standard VAT rate

20.0%

LOCKED

Reduced VAT rate

5.0%

LOCKED

VAT Cash Accounting Scheme adopted

P/E

Week starting

Date

Description

Cash out

Cash in

Value
Added Tax

INCOME

EXPENDITURE

Cash balance brought forward

Subtotal

Less cash out

→

Predicted cash balance carried forward

Actual cash
counted

P/E

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