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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance	Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance	Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance	Value Added Tax

.... **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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

P/E ....

....

Week starting ....

Date	Description	Cash out	Cash in	Value Added Tax

Left margin labels: INCOME (top section), EXPENDITURE (lower section)

Cash balance brought forward

Subtotal

Less cash out →

Predicted cash balance carried forward

Actual cash counted

P/E ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance	Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

.... **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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax

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 ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance	Value Added Tax

P/E ....

....

Statement starting ....

Date	Description	Paid out	Paid in	Balance		Value Added Tax