

**DIOCESE OF EAST ANGLIA
WEEKLY PARISH CASH SHEET**

PARISH			TOWN		
Date of receipt			Date banked		
GENERAL RECEIPTS	£	P	RESTRICTED RECEIPTS (please specify purpose)	£	P
General parish collection(s)			Collections for specific parish purposes e.g. Building Fund, Organ Fund etc.		
Loose plate (form overleaf)					
Envelopes					
Donations/grants					
Rents, charges for hall etc.			Collections for Diocesan and outside causes e.g. CAFOD, Peter's Pence		
Monies from Fundraising					
Other income (please specify here)			Other income (please specify here)		
TOTAL GENERAL (A)			TOTAL RESTRICTED (B)		

Total income (A) + (B)

General parish collection: loose plate analysis

Notes: £50 *	
£20	
£10	
£5	
Coins: £2	
£1	
Silver:	
Copper:	
Cash Totals	
Cheques *	
TOTAL	

* This does not qualify as a small gift for the purpose of the Gift Aid Small Donations Scheme

Cheque no	Details/amount

Gift Aid Small Donations Scheme:

Please enter in the box below the amount of loose plate that does NOT qualify for the small donations scheme, i.e. single cash donations over £30 and all cheques. If there are no such donations, please enter NIL.

Mass Attendance: (Please tick the appropriate box)

	10-25	26-50	51+
Saturday:	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>
Sunday:	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>	<input style="width: 80px; height: 25px;" type="text"/>

Declaration: we confirm that the above cash and cheques have been counted and that no money has been taken out or disbursed

Signature of authorised

Counters (1)(2).....

TOTAL BANKED ON BY

CHECKED BY

(Finance Committee member)