

# Income And Expenditure Record Book

For  
**NPO ORGANISATIONS**

Name of Organisation

.....

NPO No:.....

Address:

.....

## GUIDE HOW TO CAPTURE DETAILS

1. Start capture at the beginning of your organisation's Financial Year.
2. Please check in section under Finances in the organisation's constitution.
3. If the organisation's Financial Year ends 31 March, start recording from the month of April (not January).
4. If the organisation's Financial Year ends 28 February, start recording from the month of March (not January).
5. Capture Monthly totals only (income – Cash received) and (expenses – Cash used – payments).



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- NPO Registrations.
- NPO Constitutions.
- NPO Financial Statement & Audit Reports.
- NPO Grant Reports.
- NPO Proposals & Budget Guide.
- NPO Workshops.
- NPO Tax Exemption Applications.
- NPO Tax Returns IT12IE.
- NPO Profiles / Basic Business Plan.
- NPO Stationery & Printed Forms.

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# GUIDE SAMPLE

## INCOME AND EXPENDITURE RECORD STATEMENT FOR ONE MONTH

Month : **APRIL**      Year: **20**\_\_\_\_\_

Income Received	Description	Totals
School Fees/Membership Fees	Fees from Learners/Members	<b>5600.00</b>
Donations	Donations from Companies/individuals	<b>200.00</b>
Income from Fundraising	Collections for Trips/Graduations/Raffels	<b>0.00</b>
State / Social Grants (from )	Dept Health, Social Dev, Lottery etc)	<b>5000.00</b>
Church Tithes,	Fees received for transporting Children	<b>0.00</b>
<b>Total Income Received</b>		<b>10800.00</b>
<b>Less Operating Costs</b>		
Groceries/Food at cost	Food, Mealies, Meat, Soup, Hampers	<b>675.33</b>
Equipment and Hire Costs	Venue hire, equipment, Catering.	
Other costs		
<b>Total Operating Costs</b>		<b>675.33</b>
<b>Expenses</b>		
Staff Salaries / Volunteers Stipends	Salaries for workers only	<b>1000.00</b>
Principal / Center Manager / Pastor Salary	Salary for Principal / Owner	<b>300.00</b>
Pay Roll Taxes	UIF / SDL / SARS Tax	<b>30.00</b>
Rent (House, Office, Church)	Rent for Premises	<b>50.00</b>
Water & Lights	Eskom & Municipality (City Power)	<b>35.00</b>
Stationery & Postage	Stamps, Record Books, Pens etc	<b>20.00</b>
Repairs and maintenance	Hardware, painting & Gardening	<b>0.00</b>
Telephone and Internet	Telephone (Pre-Paid & Cell Vouchers	<b>65.00</b>
Accounting & Auditing	Accountants Fees	<b>375.00</b>
Office supplies	Typing, Copies, Paper, Fax, Books	<b>78.00</b>
Printing & Advertising	Pamphlets & News paper ADS, other printing	<b>0</b>
Training & Development	Staff Training & management Training	<b>100.00</b>
Equipment / Furniture	Tables, Chairs, Playground, Stoves, TV's	<b>3000.00</b>
Training Material & Toys	Learning Books for students, Toys	<b>1000.00</b>
Bank Charges	Bank Fees & Interest	<b>0</b>
Transport & Entertainment	Taxi fares, Trips, Venue & Food	<b>130.00</b>
Bedding & Sleeping Equipment	Sponges, Blankets etc.	<b>1000.00</b>
Building Renovations & Extensions	Building Material, Renovations & Labour	<b>75.00</b>
Depreciation	Accounting use only	<b>0.00</b>
Miscellaneous/Other	Other unknown expenses	<b>20.00</b>
<b>Total Operating Expenses</b>		<b>7278.00</b>
<b>Net Income (Loss)</b>		

Organisation Stamp

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Month:..... Year: .....

<b>Income Received</b>	<b>Description</b>	<b>Totals</b>
School Fees/Membership Fees	Fees from Learners/Members	R
Donations	Donations from Companies/individuals	R
Income from Fundraising	Collections for Trips/Graduations/Raffels	R
State / Social Grants (from	Dept Health, Social Dev, Lottery etc)	R
Church Tithes,	Fees received for transporting Children	R
<b>Total Income Received</b>		<b>R</b>
<b>Less Operating Costs</b>		<b>R</b>
Groceries/Food at cost	Food, Mealies, Meat, Soup, Hampers	R
Equipment and Hire Costs	Venue hire, equipment, Catering.	R
Other costs		R
<b>Total Operating Costs</b>		<b>R</b>
<b>Expenses</b>		
Staff Salaries / Volunteers Stipends	Salaries for workers only	R
Principal / Center Manager / Pastor Salary	Salary for Principal / Owner	R
Pay Roll Taxes	UIF / SDL / SARS Tax	R
Rent (House, Office, Church)	Rent for Premises	R
Water & Lights	Eskom & Municipality (City Power)	R
Stationery & Postage	Stamps, Record Books, Pens etc	R
Repairs and maintenance	Hardware, painting & Gardening	R
Telephone and Internet	Telephone (Pre-Paid & Cell Vouchers	R
Accounting & Auditing	Accountants Fees	R
Office supplies	Typing, Copies, Paper, Fax, Books	R
Printing & Advertising	Pamphlets & News paper ADS, other printing	R
Training & Development	Staff Training & management Training	R
Equipment / Furniture	Tables, Chairs, Playground, Stoves, TV's	R
Training Material & Toys	Learning Books for students, Toys	R
Bank Charges	Bank Fees & Interest	R
Transport & Entertainment	Taxi fares, Trips, Venue & Food	R
Bedding & Sleeping Equipment	Sponges, Blankets etc.	R
Building Renovations & Extensions	Building Material, Renovations & Labour	R
Depreciation	Accounting use only	R
Miscellaneous/Other	Other unknown expenses	R
		R
<b>Total Operating Expenses</b>		<b>R</b>
<b>Net Income (Loss)</b>		<b>R</b>

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State / Social Grants (from	Dept Health, Social Dev, Lottery etc)	R
Church Tithes,	Fees received for transporting Children	R
<b>Total Income Received</b>		<b>R</b>
<b>Less Operating Costs</b>		<b>R</b>
Groceries/Food at cost	Food, Mealies, Meat, Soup, Hampers	R
Equipment and Hire Costs	Venue hire, equipment, Catering.	R
Other costs		R
<b>Total Operating Costs</b>		<b>R</b>
<b>Expenses</b>		
Staff Salaries / Volunteers Stipends	Salaries for workers only	R
Principal / Center Manager / Pastor Salary	Salary for Principal / Owner	R
Pay Roll Taxes	UIF / SDL / SARS Tax	R
Rent (House, Office, Church)	Rent for Premises	R
Water & Lights	Eskom & Municipality (City Power)	R
Stationery & Postage	Stamps, Record Books, Pens etc	R
Repairs and maintenance	Hardware, painting & Gardening	R
Telephone and Internet	Telephone (Pre-Paid & Cell Vouchers	R
Accounting & Auditing	Accountants Fees	R
Office supplies	Typing, Copies, Paper, Fax, Books	R
Printing & Advertising	Pamphlets & News paper ADS, other printing	R
Training & Development	Staff Training & management Training	R
Equipment / Furniture	Tables, Chairs, Playground, Stoves, TV's	R
Training Material & Toys	Learning Books for students, Toys	R
Bank Charges	Bank Fees & Interest	R
Transport & Entertainment	Taxi fares, Trips, Venue & Food	R
Bedding & Sleeping Equipment	Sponges, Blankets etc.	R
Building Renovations & Extensions	Building Material, Renovations & Labour	R
Depreciation	Accounting use only	R
Miscellaneous/Other	Other unknown expenses	R
		R
<b>Total Operating Expenses</b>		<b>R</b>
<b>Net Income (Loss)</b>		<b>R</b>

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Church Tithes,	Fees received for transporting Children	R
<b>Total Income Received</b>		<b>R</b>
<b>Less Operating Costs</b>		<b>R</b>
Groceries/Food at cost	Food, Mealies, Meat, Soup, Hampers	R
Equipment and Hire Costs	Venue hire, equipment, Catering.	R
Other costs		R
<b>Total Operating Costs</b>		<b>R</b>
<b>Expenses</b>		
Staff Salaries / Volunteers Stipends	Salaries for workers only	R
Principal / Center Manager / Pastor Salary	Salary for Principal / Owner	R
Pay Roll Taxes	UIF / SDL / SARS Tax	R
Rent (House, Office, Church)	Rent for Premises	R
Water & Lights	Eskom & Municipality (City Power)	R
Stationery & Postage	Stamps, Record Books, Pens etc	R
Repairs and maintenance	Hardware, painting & Gardening	R
Telephone and Internet	Telephone (Pre-Paid & Cell Vouchers	R
Accounting & Auditing	Accountants Fees	R
Office supplies	Typing, Copies, Paper, Fax, Books	R
Printing & Advertising	Pamphlets & News paper ADS, other printing	R
Training & Development	Staff Training & management Training	R
Equipment / Furniture	Tables, Chairs, Playground, Stoves, TV's	R
Training Material & Toys	Learning Books for students, Toys	R
Bank Charges	Bank Fees & Interest	R
Transport & Entertainment	Taxi fares, Trips, Venue & Food	R
Bedding & Sleeping Equipment	Sponges, Blankets etc.	R
Building Renovations & Extensions	Building Material, Renovations & Labour	R
Depreciation	Accounting use only	R
Miscellaneous/Other	Other unknown expenses	R
		R
<b>Total Operating Expenses</b>		<b>R</b>
<b>Net Income (Loss)</b>		<b>R</b>

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School Fees/Membership Fees	Fees from Learners/Members	R
Donations	Donations from Companies/individuals	R
Income from Fundraising	Collections for Trips/Graduations/Raffels	R
State / Social Grants (from	Dept Health, Social Dev, Lottery etc)	R
Church Tithes,	Fees received for transporting Children	R
<b>Total Income Received</b>		<b>R</b>
<b>Less Operating Costs</b>		<b>R</b>
Groceries/Food at cost	Food, Mealies, Meat, Soup, Hampers	R
Equipment and Hire Costs	Venue hire, equipment, Catering.	R
Other costs		R
<b>Total Operating Costs</b>		<b>R</b>
<b>Expenses</b>		
Staff Salaries / Volunteers Stipends	Salaries for workers only	R
Principal / Center Manager / Pastor Salary	Salary for Principal / Owner	R
Pay Roll Taxes	UIF / SDL / SARS Tax	R
Rent (House, Office, Church)	Rent for Premises	R
Water & Lights	Eskom & Municipality (City Power)	R
Stationery & Postage	Stamps, Record Books, Pens etc	R
Repairs and maintenance	Hardware, painting & Gardening	R
Telephone and Internet	Telephone (Pre-Paid & Cell Vouchers	R
Accounting & Auditing	Accountants Fees	R
Office supplies	Typing, Copies, Paper, Fax, Books	R
Printing & Advertising	Pamphlets & News paper ADS, other printing	R
Training & Development	Staff Training & management Training	R
Equipment / Furniture	Tables, Chairs, Playground, Stoves, TV's	R
Training Material & Toys	Learning Books for students, Toys	R
Bank Charges	Bank Fees & Interest	R
Transport & Entertainment	Taxi fares, Trips, Venue & Food	R
Bedding & Sleeping Equipment	Sponges, Blankets etc.	R
Building Renovations & Extensions	Building Material, Renovations & Labour	R
Depreciation	Accounting use only	R
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Office supplies	Typing, Copies, Paper, Fax, Books	R
Printing & Advertising	Pamphlets & News paper ADS, other printing	R
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Depreciation	Accounting use only	R
Miscellaneous/Other	Other unknown expenses	R
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<b>Net Income (Loss)</b>		<b>R</b>

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Month:..... Year: .....

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Church Tithes,	Fees received for transporting Children	R
<b>Total Income Received</b>		<b>R</b>
<b>Less Operating Costs</b>		<b>R</b>
Groceries/Food at cost	Food, Mealies, Meat, Soup, Hampers	R
Equipment and Hire Costs	Venue hire, equipment, Catering.	R
Other costs		R
<b>Total Operating Costs</b>		<b>R</b>
<b>Expenses</b>		
Staff Salaries / Volunteers Stipends	Salaries for workers only	R
Principal / Center Manager / Pastor Salary	Salary for Principal / Owner	R
Pay Roll Taxes	UIF / SDL / SARS Tax	R
Rent (House, Office, Church)	Rent for Premises	R
Water & Lights	Eskom & Municipality (City Power)	R
Stationery & Postage	Stamps, Record Books, Pens etc	R
Repairs and maintenance	Hardware, painting & Gardening	R
Telephone and Internet	Telephone (Pre-Paid & Cell Vouchers	R
Accounting & Auditing	Accountants Fees	R
Office supplies	Typing, Copies, Paper, Fax, Books	R
Printing & Advertising	Pamphlets & News paper ADS, other printing	R
Training & Development	Staff Training & management Training	R
Equipment / Furniture	Tables, Chairs, Playground, Stoves, TV's	R
Training Material & Toys	Learning Books for students, Toys	R
Bank Charges	Bank Fees & Interest	R
Transport & Entertainment	Taxi fares, Trips, Venue & Food	R
Bedding & Sleeping Equipment	Sponges, Blankets etc.	R
Building Renovations & Extensions	Building Material, Renovations & Labour	R
Depreciation	Accounting use only	R
Miscellaneous/Other	Other unknown expenses	R
		R
<b>Total Operating Expenses</b>		<b>R</b>
<b>Net Income (Loss)</b>		<b>R</b>

Organisation Stamp

**INCOME AND EXPENDITURE RECORD STATEMENT FOR ONE MONTH**

Month:..... Year: .....

<b>Income Received</b>	<b>Description</b>	<b>Totals</b>
School Fees/Membership Fees	Fees from Learners/Members	R
Donations	Donations from Companies/individuals	R
Income from Fundraising	Collections for Trips/Graduations/Raffels	R
State / Social Grants (from	Dept Health, Social Dev, Lottery etc)	R
Church Tithes,	Fees received for transporting Children	R
<b>Total Income Received</b>		<b>R</b>
<b>Less Operating Costs</b>		<b>R</b>
Groceries/Food at cost	Food, Mealies, Meat, Soup, Hampers	R
Equipment and Hire Costs	Venue hire, equipment, Catering.	R
Other costs		R
<b>Total Operating Costs</b>		<b>R</b>
<b>Expenses</b>		
Staff Salaries / Volunteers Stipends	Salaries for workers only	R
Principal / Center Manager / Pastor Salary	Salary for Principal / Owner	R
Pay Roll Taxes	UIF / SDL / SARS Tax	R
Rent (House, Office, Church)	Rent for Premises	R
Water & Lights	Eskom & Municipality (City Power)	R
Stationery & Postage	Stamps, Record Books, Pens etc	R
Repairs and maintenance	Hardware, painting & Gardening	R
Telephone and Internet	Telephone (Pre-Paid & Cell Vouchers	R
Accounting & Auditing	Accountants Fees	R
Office supplies	Typing, Copies, Paper, Fax, Books	R
Printing & Advertising	Pamphlets & News paper ADS, other printing	R
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Training Material & Toys	Learning Books for students, Toys	R
Bank Charges	Bank Fees & Interest	R
Transport & Entertainment	Taxi fares, Trips, Venue & Food	R
Bedding & Sleeping Equipment	Sponges, Blankets etc.	R
Building Renovations & Extensions	Building Material, Renovations & Labour	R
Depreciation	Accounting use only	R
Miscellaneous/Other	Other unknown expenses	R
		R
<b>Total Operating Expenses</b>		<b>R</b>
<b>Net Income (Loss)</b>		<b>R</b>

Organisation Stamp

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<b>Expenses</b>		
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Depreciation	Accounting use only	R
Miscellaneous/Other	Other unknown expenses	R
		R
<b>Total Operating Expenses</b>		<b>R</b>
<b>Net Income (Loss)</b>		<b>R</b>

