

EXAMPLE: CASH RECEIPTS BOOK

Name of business – My Business

Period

Date	Details	Invoice/ Receipt no	Total receipts	GST information for sales [#]					Other receipts	Bankings	Comments	
				Total sales (incl any GST)	Taxable sales			GST-free sales				Input taxed sales
					Amount of GST collected	Non-capital amount excl GST	Capital amount (ie asset sales) excl GST					
Totals brought forward from previous page												
A	Capital contributed		4,000.00						4,000.00	4,000.00	Owner contribution	
B	Restaurant sales		5,500.00	5,500.00	500.00	5,000.00				5,500.00		
F	Fruit and veg sales		5,350.00	5,350.00			5,350.00			5,350.00		
G	Restaurant sales		6,600.00	6,600.00	600.00	6,000.00				6,000.00	Cash drawings of \$600 prior to banking	
J	Fruit and veg sales		3,000.00	3,000.00			3,000.00			3,000.00		
L	EZ Finance		10,000.00						10,000.00	10,000.00	Loan for new van (don't include in sales or income)	
M	Trade in of old van*		5,500.00	5,500.00	500.00		5,000.00				Adjust depreciation and exclude from income	
O	Bank interest		50.00	50.00				50.00		50.00	Input taxed sale – from bank statement	
Total			\$40,000.00	\$26,000.00	\$1,600.00	\$11,000.00	\$5,000.00	\$8,350.00	\$50.00	\$14,000.00	\$33,900.00	

Total sales –
transfer to
label G1 on
activity statement

GST collected –
transfer to
label 1A on
activity statement

GST-free sales –
transfer to
label G3 on
activity statement

Use a new page for each month. If you need more than one page for a month, transfer the totals from this page to the top of the next page. Transfer the monthly totals to the summary cash receipts book (see page 53 for a blank form).

* If you sell a business asset, you must charge GST – this includes trade-ins.
If you have export sales, you will need an extra column and the total is shown at G2 on your activity statement.

The amount you transfer from the total sales column to G1 on your activity statement will **not** equal your income for the period. You have to subtract any GST collected (1A) as well as any capital sales (sales of assets).

26,000.00 Total sales (G1)
–1,600.00 GST collected (1A)
–5,000.00 Capital amounts
19,400.00 = instalment income for period