The Roman Catholic Diocese of Lancaster

Working papers: Parish Name:.....

D1 Offertory Income

Completed by: .....

Date: .....

Month	Date	Amount of offertory income	Record completed correctly	Record correctly analysed in cash book	Record consistent with paying in slip	Record and cash book consistent with amount received per bank statement

Results/exceptions

D2 Other Income

Completed by: .....

Date: .....

Month	Date	Amount of income and description	Agreed correctly analysed in cash book	Agreed to paying in slip	Agreed to bank statement

Results/exceptions

E1 payments

Completed by: ……

Date: ……

Month	Date per cash book	Column reference from cash book	Payment amount and description	Agreed to invoice/supporting documentation	Agreed to cheque stub	Agreed to bank statement