

Cash Receipts Log

Use this form to keep track of the money you receive. Write down every check or cash you receive on this form before depositing. If you deposit several items together, use a separate line for each check and summarize the total so you can match up your deposits on the bank statement. Always fill in the AMT column and categorize the nature of the income, using one or more of the 5 columns on the right. Use categories like Coaching, Seminars, Public Presentations, Publications Sales, Bonuses and Gifts. At the end of the month, quarter or year, add up all of the columns to see how much money you received and how you earned it.

Date	From	For	Amount	Type of Income				
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Total This Page			\$					

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