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**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)Loose plate (form overleaf) |  |  | Collections for specific parish purposes e.g. Building Fund, Organ Fund etc. |  |  |
| 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

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|  |  |
| --- | --- |
| **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:** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sunday:** |  |  |  |  |  |  |

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)