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| Date | Description | Folio | Income | Expense | Balance |
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**This file works best as a printed out copy. If you prefer to track your income and expenses in Excel, try the Income and Expenses tracker from my website.**

Change to your own logo: Double click on the Header to open it, select my logo and right click on it, choose change my picture, from file, select your logo, re-size it if required and close).

Print as many sheets as you require, then start filling it in:

Start with a Balance carried forward (which is your opening balance, or the closing (last) balance from your last sheet)

Fill in everything as it happens, received some cash? Fill it in, bought some milk, add it in the next line, number your receipt and add the number in your folio column.

Need some help? Please contact me on [paula@cassleyofficesolutions.co.uk](mailto:paula@cassleyofficesolutions.co.uk)