Management and accounting documents

Management and accounting tools

for Cereal Banks

List of documents / tools included in this document:

[**STOCK BOOK 2**](#_Toc96687134)

[**CASH BOOK 3**](#_Toc96687135)

[**SALES BOOK 4**](#_Toc96687136)

[**PURCHASES BOOK 5**](#_Toc96687137)

[**WARRANTEE CREDIT BOOK 6**](#_Toc96687138)

[**EXPENSE BOOK 7**](#_Toc96687139)

[**BANK TRANSACTION BOOK 8**](#_Toc96687140)

[**CASH WITHDRAWAL SHEET 9**](#_Toc96687141)

[**INVENTORY SHEET 10**](#_Toc96687142)

[**INSPECTION SHEET 11**](#_Toc96687143)

Management documents

**Cereal Bank of .......................................................... Period: ................................................. fiscal year 20............**

### STOCK BOOK

**Nature of the Product .......................................................**

**Unit of measurement .......................................................**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Label** | **Inputs** | **Outputs** | **Balance** |
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|  | **Total** |  |  |  |

Comments:.......................................................................................................................................................................................................................................................

**Signatures:**

**Cereal Bank of ........................................................... Period: ................................................. fiscal year 20............**

### CASH BOOK

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| **Date** | **Label** | **Inputs** | **Outputs** | **Balance** |
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Comments:..............................................................................................................................................................................................................................................................................

**Signatures:**

**Cereal Bank of .......................................................... Period: ................................................. fiscal year 20............**

### SALES BOOK

**Nature of the product: .............................................**

**Unit of measurement: .................................................**

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| **No.** | **Date** | **Last name / first name** (and other details if necessary) | **Quantity** | **Price per unit** | **Amount** |
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**Signatures:**

**Cereal Bank of ........................................................... Period: ................................................. fiscal year 20............**

### PURCHASES BOOK

**Nature of the Product: .............................................**

**Unit of measurement: .................................................**

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| **No.** | **Date** | **Label** | **Quantity purchased** | **Price per unit** | **Value of purchases** | **Advance received** | **Balance** |
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**Signatures:**

**Cereal Bank of ........................................................... Period: ................................................. fiscal year 20............**

### WARRANTEE CREDIT BOOK

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Date**  | **Last name, first name** | **Quantities of food guaranteed** | **Amount of credit received** | **Signature** |
| **Product 1** | **Product 2** | **Product 3** |
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**Signatures:**

Accounting documents

**Cereal Bank of ........................................................... Period: ................................................. fiscal year 20............**

### EXPENSE BOOK

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| **Date** | **Reason** | **Amount** | **Recipient’s signature** | **Chairperson’s signature** |
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**Signatures:**

**Cereal Bank of ........................................................... Period: ................................................. fiscal year 20............**

### BANK TRANSACTION BOOK

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| --- | --- | --- | --- | --- |
| **Date** | **Label** | **Deposit** | **Withdrawal** | **Balance** |
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Comments:..............................................................................................................................................................................................................................................................................

**Signatures:**

**Cereal Bank of ........................................................... Period: ................................................. fiscal year 20............**

### CASH WITHDRAWAL SHEET

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| **Date** | **Amount in words** | **Amount in figures** | **Chairperson’s signature** | **Treasurer's signature** | **Recipient’s signature** |
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Comments:..............................................................................................................................................................................................................................................................................

**Signatures:**

**Cereal Bank of ........................................................... Period: ................................................. fiscal year 20............**

### INVENTORY SHEET

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| **Designation / product** | **Quantity counted** | **Quantity on the stock sheet** | **Comments** |
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Comments:..............................................................................................................................................................................................................................................................................

**Signatures:**

**Cereal Bank of ........................................................... Period: ................................................. fiscal year 20............**

### INSPECTION SHEET

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| --- | --- | --- | --- | --- | --- |
| **Designation** | **Prior** **status** | **Type of transaction performed** | **Total** | **Normal status** | **Comments** |
|  | **Stock** | **Species** | **Purchase** | **Sale** | **Amount** | **Stock** | **Cash box** |  |  |  |
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**Signatures:**