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| **INDIVIDUAL’S NAME:** | **Page Number:** |
| **INDIVIDUAL’S ADDRESS:** | **Month/Year:**  |
| **STARTING BALANCE OF CASH ON HAND:**(Enter the last amount in this column from the page before this one.) | **$** |
| **DATE****MM/DD/YYYY** | **AMOUNT ADDED** | **SOURCE OF****MONEY ADDED** | **AMOUNT SPENT** | **DESCRIPTION****OF EXPENDITURE** | **BALANCE OF****CASH ON HAND** | **SIGNATURE OF STAFF****RESPONSIBLE FOR TRANSACTION** |
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