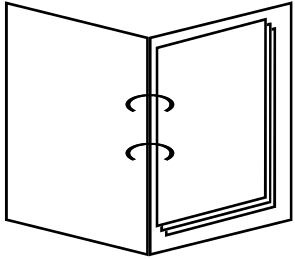
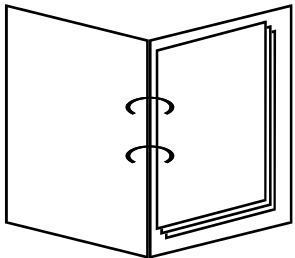


# An example of the books and records you need to be keeping that support the financial reports that you produce

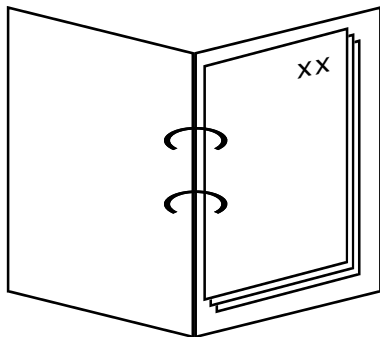
Funding documentation



Bank statements

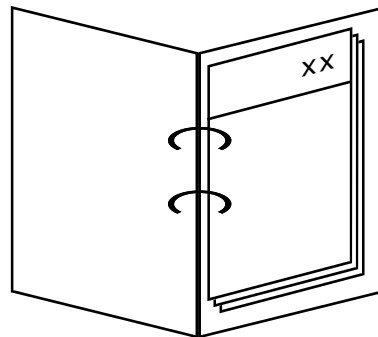


Income documentation



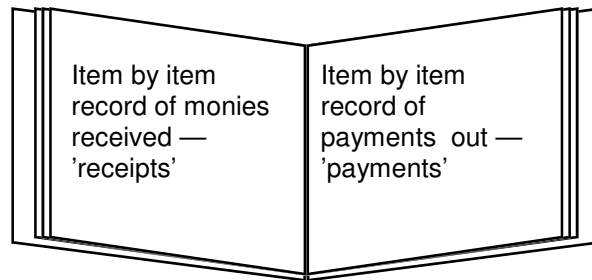
← Reference number

Payment documentation

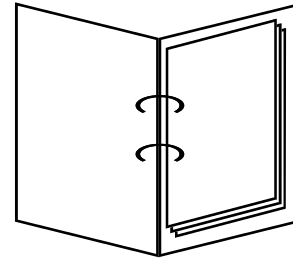


← Cheque number & authorisation record

Cashbook, including the assets register



Year end adjustments workings (for accruals reports)



Receipts and payments account (cash basis), or:

Income and expense account (accruals basis)

Statement of assets and liabilities (cash basis), or:

Balance sheet (accruals basis)