

Name of Organization: _____

Cash Balance Tracker

| | | Jan | Feb | Mar | Apr | May | Jun |
|-----------------------------|------------|-----|-----|-----|-----|-----|-----|
| Cash on hand: Beginning | A | | | | | | |
| Cash on hand: End | B | | | | | | |
| Bank Balance: Beginning | C | | | | | | |
| Bank Balance: End | D | | | | | | |
| Total Cash Available | B+D | | | | | | |

| | | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-----------------------------|------------|-----|-----|-----|-----|-----|-----|-------|
| Cash on hand: Beginning | A | | | | | | | |
| Cash on hand: End | B | | | | | | | |
| Bank Balance: Beginning | C | | | | | | | |
| Bank Balance: End | D | | | | | | | |
| Total Cash Available | B+D | | | | | | | |

Name of Organization: _____

Income Tracker Month: _____

[illegible]

Name of Organization: _____

Expenditure Tracker

Month: _____

[illegible]

Name of Organization: _____

Payroll Tracker (Salaries, Wages, and Stipends)

Month: _____

[illegible]

Name of Organization: _____

Donations Tracker (All donations - Cash and In-Kind)

Month_____

[illegible]

Name of Organization: _____

How to use the templates

1. INCOME TRACKER

- It is used to record all the **cash** income that you receive from grants, donations, fundraising, members' contributions or loans, etc.
- **NB:** It is for recording **cash only**. Therefore, if you receive a donation in kind, you will record it in the **Donations Tracker Book**.
- However, if you receive a donation in cash, you will record it in both the **Income Tracker Book** and the **Donations Tracker Book**
- You will use the balance tracker to track how much money you have in the bank and on hand

2. EXPENDITURE TRACKER

- It is for recording all the money going out of the **bank** and **petty cash**(money going out of the organization)
- **NB:** You still have to record salaries, wages, and stipends even though there is a separate book for recording them.
- When recording salaries, wages, and stipends in this book (the Expenditure Tracker), you will take the summary or total of the monthly salaries and record them in it. E.g. you will write something like this: Total salaries for April 2023 R2000

3. PAYROLL TRACKER

- This is a register of payments of salaries, wages, and stipends
- It lists all the staff members paid during the week or month with the amounts they have been paid
- Note that everyone paid must acknowledge by putting their signature
- **NB:** The total salaries paid for the month will be recorded in the **Expenditure Tracker** with the following description: e.g Total salaries for April 2023

4. DONATIONS TRACKER

- It is for recording all the donations received whether cash or in kind
- **NB:** Note that every donation should have a monetary value even if it is an old item
- To determine the value of a new item donated, you will use the invoice amount of the item
- If the donated item is old, you will use the market value. Market value is the amount that you would normally pay for the item if it was being sold to you at that moment. You can check the price of the item on the internet where it is being sold as a second hand good and see if you can price it at such price. Alternatively, ask the donor the value of the item.
- If you are an exempt NPO and you issue S18A certificate, please write the certificate number that you have issued to the donor

If you are going to be using manual record keeping, simply print out the **Word** or **PDF** version of these templates and start recording. If you will be using a computer or laptop, use the **Excel** version.