Module 7 Keeping records
Lesson 4 Keeping accounting records

Keeping records for your accounts.
For each type of income and expenditure, what information do you need to keep as a record?

Income

Type of income	How is it paid	What records to keep
e.g. Market sales	Cash	Total sales on cash sheet

Expenditure

Type of expenditure	How is it paid	What records to keep
e.g. On-line purchases	Credit card	Print or screenshot of receipt, credit card statement