

**SECTION IV--ACCOUNTING RECORDS**

**ILLUSTRATION 13  
DAILY BALANCE RECORD**

Year _____ Month _____	<u>Day</u>	<u>Day</u>	<u>Day</u>	<u>Day</u>	<u>Day</u>	<u>Day</u>	<u>Day</u>	<u>Day</u>	<u>Day</u>	<u>Day</u>	<u>Day</u>	<u>Day</u>	Monthly Totals
Total Brought Forward													
Current Year Tax Collections:													
20____ Taxes													
20____ Taxes													
19____ Taxes													
19____ Taxes													
19____ Taxes													
19____ and Prior Years													
Motor Vehicle Licenses													
Motor Carrier													
3% Registration													
Inheritance Tax													
Game Licenses													
Other Receipts													
<b>Total</b>													
Less Warrants Paid:													
School Orders													
Civil Orders													
State Orders													
<b>Total</b>													
<b>Total to Account for</b>													
Cash Assets:													
Bank Accounts:													
XYZ Bank													
ABC Bank													
Investments:													
U.S. Treasury Notes													
Cash and Cash Items in Office													
<b>Total Cash Assets</b>													
Cash Long--short													
<b>Total Accounted for</b>													

**(04/02)**