DAILY FINANCE LOG

Date (dd/mm/yy)	:	
Name of Service	:	
Address	:	

Contact Telephone Number/s:

GUIDANCE

- A separate clearly dated financial log should be kept for each day of the managed transfer period
- If no transactions in or out occurred please state this clearly in the log
- Reference numbers should be in the format specified below and continued sequentially throughout the day's transactions e.g. 22/04/014 01, 22/04/014 02 etc.
- The reference number should be clearly written on all invoices/bills/individual service users paperwork to cross reference with this log
- To be retained and signed off by the responsible manager

Appendix 6 Halton Borough Council Unplanned Service Closure Policy

REF NO (Insert) dd/mm/yyyy	CHEQUE NO. (If appropriate)	CASH IN/OUT (State which)	IN RESPECT OF	BRIEF SUMMARY OF TRANSACTION	STAFF NAME AND DESIGNATION (Please print)	SIGNATURE

Appendix 6 Halton Borough Council Unplanned Service Closure Policy

REF NO (Insert) dd/mm/yyyy	CHEQUE NO. (If appropriate)	CASH IN/OUT (State which)	IN RESPECT OF	BRIEF SUMMARY OF TRANSACTION	STAFF NAME AND DESIGNATION (Please print)	SIGNATURE

Appendix 6 Halton Borough Council Unplanned Service Closure Policy

REF NO (Insert) dd/mm/yyyy	CHEQUE NO. (If appropriate)	CASH IN/OUT (State which)	IN RESPECT OF	BRIEF SUMMARY OF TRANSACTION	STAFF NAME AND DESIGNATION (Please print)	SIGNATURE

NAME AND DESIGNATION OF RESPONSIBLE MANAGER

Name: (Please print)	
Designation: (Please print)	
Signed: Responsible Manager	
Date seen and sig (dd/mm/yyyy)	ned off: