



Holding, moving and receiving funds safely in the UK and internationally

Cash payments record form

This form can be used or adapted for circumstances where charities need to make cash payments, in furtherance of the charity's aims, to persons or organisations where it is not practical to remit funds through formal banking. The form should be retained in the charity's accounting records.

Name of charity	
Name of person acting on behalf of charity	
Name of recipient organisation	
Name of person acting on behalf of organisation	
Transaction reference number (if applicable)	
Amount of payment	
Equivalent in pounds sterling (if applicable)	
Purpose of payment	
Date of transaction (dd/mm/yy)	
Any other comments	
Signed by charity	
Signed by recipient	