

Weekly Financial Review

Week Starting :

Reviewed by :

£	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Opening Bank Balance							
Income (eg. loan, contracts)							
Salaries							
Cost of Utilities							
Rent							
Cost of IT infrastructure							
Interest on loan							
Other expenditures (eg. contracts)							
Closing Bank Balance							

(Note: the Weekly Financial Review is kept for financial analysis ONLY and is not an official bank statement: for example, salaries are paid for the whole week the week after they are noted in the Weekly Financial Review, and “Bank Balance” does not refer to the actual bank balance. Please refer to the Financial Reports or Financial Performance Review and Profit and Loss Statement for the actual bank balance.)

Assistant Financial Manager Signature:

Documents Manager Signature :