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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Weekly Financial Review** |  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
| Week Starting : |  |  |  | Reviewed by : | | |  |  |
|  |  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
| £ | Monday | Tuesday | Wednesday | | Thursday | Friday | Saturday | Sunday |
| Bank Balance |  |  |  |  | |  |  |  |
| Income |  |  |  |  | |  |  |  |
| Salaries |  |  |  |  | |  |  |  |
| Cost of Utilities |  |  |  |  | |  |  |  |
| Rent |  |  |  |  | |  |  |  |
| Cost of IT infrastructure |  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
| Closing Balance |  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
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| **Assistant Financial Manager Signature:** |  |  |  |  | |  |  |  |
|  |  |  |  |  | |  |  |  |
| **Documents Manager Signature :** |  |  |  |  | |  |  |  |