

### *Sample Trust Cash Payments Journal*

<b>Date</b>	<b>Particulars</b>	<b>Property Address</b>	<b>Chq No.</b>	<b>Amount \$</b>	<b>Bank Balance \$</b>
01/01/2020	Repairs	1 The Avenue, Town	002002	500.00	500.00
		<b>Note:</b> Cheques must be separately entered as they are presented to the bank			

*Post each TCPJ entry into the respective client's account in the trust ledger*

*A separate Payments Journal will be kept for Property Sales and Property Management*