

# Financial Transaction Record Form

This **financial transaction record form** sample helps you accurately track all your income and expenses in one place. It includes a running balance feature to provide real-time updates on your account status. Ideal for personal or business use, it ensures clear and organized financial management.

Date	Description	Type	Income (+)	Expense (-)	Running Balance
2024-06-01	Opening Balance	Income	1000		1000.00
2024-06-02	Office Supplies	Expense		125.50	874.50
2024-06-03	Received Payment	Income	350.00		1224.50
2024-06-05	Utilities	Expense		75.00	1149.50

Use this form to add, edit, or remove transactions. The running balance helps you monitor your available funds after each transaction.