

A.C.T./UCT Sudbury Council 1051

CLUB FUNCTION REPORT



unction:				Date of Function :	
Fee per pei	rson/team/couple :			Number of People attending:	
	INCOME (Itemize - attach any Invoices)			EXPENSES (Itemize - attach ALL reciepts)]
Cash/Chq	Description / Name / Note	\$ Amount	Cash/Chq	Description / Name / Note	\$ Amount
					_
	Advance from club			Repayment of Advance	_
	Total income cheques (A)		=	Total expenses cheques (D)	
	Total income cash (B)			Total expenses cash used (E)	_
	Total Income A+B (C)	0		Total Expenses D+E (F)	0
	CASH RECONCILIATION			Profit /Loss	
•	Total Cash Income (B)	0		Total all income (C)	
	Minus total cash expenses paid (E) Total Cash to turn in B-E (G)	0		Minus total Expenses (F) Total Profit / -Loss C-F (H)	0
Notes:					
Event Chair	rperson NAME:			Signature :	
This form, v	with all receipts, Invoices, cash and cheque	es, is to be subn	nitted to the c	lub within 7 days of the event.	
Approved a	at the Board of Direcors Meeting dated : _				
Signed: Pre	esident:		Secretary/T	reasure:	

excel unlock password 'act' For Printing, select fit to one page.