## **BERKSHIRE CENTRE**

VENUE Example

## **RALLY ACCOUNT**

DATE 01-Sep-22

THIS SHEET MUST BE RETURNED TO THE TREASURER. FILL IN WHITE FIGURES AND GREY FIGURES WILL CALCULATE.

	INCOME	- EXPENSES	= TO TREASURER		
SITE FEES - BASE (From total on Audit Sheet)	144.00	-144.00	0.00	$\left  \right\rangle$	Please refer to the Rally Folder Information for notes on paying the Site Owner and their VAT registration status. If
SITE FEES - VAT (From total on Audit Sheet)	28.80	0.00	28.80		the Site Owner is VAT registered, they must provide a VAT invoice or VAT receipt showing the amounts paid.
RALLY FEES (All available to spend)	7.00	-8.50	-1.50		Social costs breakdown
ADMIN FEES (Pay to Treasurer)	21.00	$\left \right\rangle$	21.00		Please use this section to provide a breakdown of the social expenses.
SOCIAL - BASE	103.00	-95.00	8.00		
SOCIAL - VAT (Pay to Treasurer)	20.60	>	20.60		
SUBTOTALS (Matches Audit Sheet Totals)	324.40	-247.50	76.90	X	
RAFFLE	29.00	-18.00	11.00		
			0.00		Other items
EXPENSES BEING PAID BY TREASURER	144.00	$\left \right\rangle$	144.00		
GRAND TOTALS	497.40	-265.50	231.90	メ	<b>\</b>
LESS FEES PAID INTO CENTRE ACCOUNT BY RALLIERS			-183.60		
TOTAL CASH AND CHEQUES TO BANK			48.30	ノ	Total Social Expenses

Please return this Account to the Treasurer together with the Audit sheets, receipts for the site fees, hall fees, social, rally fees, raffle expenses and banking slips within 14 days of completing the rally. Thank you.

## **CANCELLATIONS and NON-ARRIVALS**

Please list below all bookings that were cancelled, or where the member did not arrive at the rally. The Centre Committee will review this form and make a charge for cancellations within seven days of the start of the rally and non-arrivals. The charge will be based on the Rally Fee, Admin Fee and the amount of Social Fee and Site Fee indicated here.

Name	Please indicate as appropriate	Date of cancellation	Reason for cancellation and other notes
	Cancel / Non-Arrival		
	Cancel / Non-Arrival		