

BERKSHIRE CENTRE

RALLY ACCOUNT

VENUE _____

DATE _____

THIS SHEET MUST BE RETURNED TO THE TREASURER.

	INCOME	EXPENSES	TO TREASURER
SITE FEES	:	:	:
VAT ON SITE FEES	:	:	:
RALLY FEES (All available to spend)	:	:	:
ADMIN FEES (Pay to Treasurer)	:	 	:
NEWSPAPERS	:	:	:
SOCIAL	:	:	:
VAT ON SOCIAL (Pay to Treasurer)	:	 	:
RAFFLE	:	:	:
	:	:	:
	:	:	:
ADVANCE FROM TREASURER	:	 	:
TOTALS	:	:	:
TOTAL CASH AND CHEQUES TO BANK ↗			

Please refer to the Rally Folder Information for notes on paying the Site Owner and their VAT registration status. If the Site Owner is VAT registered, they must provide a VAT invoice or VAT receipt showing the amounts paid.

Social costs breakdown

Please use this section to provide a breakdown of the social expenses.

Hall
 Food

 Other items

 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, newspapers and raffle expenses, rally booking slips, banking slips and vouchers, 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		
	Cancel / Non-Arrival		
	Cancel / Non-Arrival		
	Cancel / Non-Arrival		
	Cancel / Non-Arrival		
	Cancel / Non-Arrival		
	Cancel / Non-Arrival		
	Cancel / Non-Arrival		
	Cancel / Non-Arrival		