

THE CARAVAN CLUB

BEDFORDSHIRE CENTRE

Rally Location: _____ Rally dates: _____

Rally Officer: _____

INCOME

RECEIPTS	Total Receipts *	Base	VAT-Output
---xRally fee@ £			
--- R.O.Admin only			
__x Plaques @ £			
Social Tickets			
__ Adults @ £			
__ Child @ £			
Donations			
Raffle			
Non Attendees fee			
Others			
Total Receipts			
Less Total payments			
BALANCE			

EXPENSES

Payments	Total Paid *	Base	VAT -Input
Site Fee (inc VAT)			
Social Expenses:			
Hall/Marquee			
Band/Disco/Entertainer			
Catering***			
Admin Expenses			
Flag Teas			
Others			
Total Payments			

Obtain VAT receipts from all VAT Registered suppliers

BALANCE TO TREASURER OR REPRESENTATIVE

Received: _____

Date: _____

FOR TREASURERS USE ONLY

V.A.T. Output Tax _____

Less Input Tax _____

SUB TOTAL _____

Other Rally Expenses:

Cost of Plaques _____

Centre Printing _____

Centre Envelopes _____

Others _____

TOTAL _____

Surplus or Deficit _____

STATISTICS

*No. of Vans Booked _____

*No. of Vans arrived _____

*No. of Centre Members _____

*No. of Non-Centre members _____

*No. of First Ralliers _____

*No. of Non-attendees _____

Please attach booking slips to show full details of Non-Attendees who have not paid.

We the undersigned certify that this account is a true record of the transactions relating to the rally

***Rally Officer/Marshall**

*Denotes columns to be completed by Marshals

***Please itemize on a Separate Sheet (with receipts and showing VAT element)

V.A.T NO: 239 7193 31