

The Caravan Club

Bedfordshire Centre

Rally Location: _____

Rally Dates: _____

INCOME

RECEIPTS	Total Receipt*	Base	VAT - Output
_____ x Rally Fees @ £			
_____ x Plaques @ £ 0.65			
Social Tickets:			
_____ x Adults @ £			
_____ x Child @ £			
Donations			
Raffle			
Non-Attendees Fee			
Others			
TOTAL RECEIPTS			
Less Total Payments			
BALANCE			

Balance to Treasurer or Representative

Received _____

Date _____

Boxes for Treasurer use only

EXPENSES

PAYMENTS	Total Paid*	Base	VAT - Input
Site Fees (inc. VAT)			
Social Expenses:			
Hall/ Marquee			
Band/Disco/E ntertainer			
Catering ***			
Admin Expenses:			
Flag Teas			
Others			
TOTAL PAYMENTS			

Obtain VAT receipts from all VAT registered suppliers.

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 _____

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	_____

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 Itemise on a Separate Sheet (with receipts and showing VAT element)

V.A.T. No. 239 7193 31