

EVENTS BALANCE SHEET

EVENT NAME	DATE OF EVENT
EVENT LOCATION	
LEAD EVENT ORGANISER	SIGNATURE
SECOND COUNTER	SIGNATURE
FLOAT TOTAL \$ _____ Signature _____ Name: _____ Verification Signature _____	

HOW TO USE THIS FORM

Balance sheet requires 2 people to complete - the Lead Organiser and a second counter (can be a volunteer)

1. Enter 'Count' numbers and total amount 'Values' in the 'Counting Sheet' section.
2. In 'Summary and Totals', enter Totals using figures calculated in the 'Value' section of the Counting Sheet & calculate 'Counted Total' from these figures
3. Add 'Credit Card Receipts' and 'Cheques' Values
4. Enter deductions in 'Expenses to Reimburse' and 'Float' sections
5. Add / minus figures to arrive at the Total Balance. This is your total profit for the event.

Terms of Reference

'Count' refers to the number of coins or notes
 'Value' refers to the total for each denomination
 'Credit Card Receipts' refers to the number of printed credit card payment receipts or payments taken throughout the day

COINS	COUNT	VALUE
\$2 COINS		
\$1 COINS		
50c COINS		
20c COINS		
10c COINS		
5c COINS		
TOTAL		

LEAD ORGANISER CHECKLIST

Tick only items that apply

Reimburse at a later date?
Complete Claim Expense form

Any of the above forms apply?
 Attach all receipts to form

Have monies been separated into re-usable bags?
 (do not mix denominations)

Enclose **Balance Sheet** and other completed forms in **Events Pack** with counted monies and return to: Gladys Wilkins via P&C money box or contact on 0403740290 treasurer@wppspnc.com.au if urgent

NOTES	COUNT	VALUE
HUNDREDS		
FIFTIES		
TWENTIES		
TENS		
FIVES		
TOTAL		

MISC (ATTACH ANY RECEIPTS)	AMOUNT	VALUE
CREDIT CARD RECEIPTS		
CHEQUES		
TOTAL		

ACCOUNTS USE ONLY

Date banked:
 Account Allocated to:
 Amount:
 Account Code:

Date banked:
 Account Allocated to:
 Amount:
 Account Code:

Date banked:
 Account Allocated to:
 Amount:
 Account Code:

Processed by:
 Signature:

SUMMARY AND TOTALS		
DESCRIPTION	ENTER AMOUNT HERE	NOTES
Total Coins		
Total Notes		
Total Credit Cards		
COUNTED TOTAL		
Total Credit Card Receipts		
Total Cheques		
EXPENSES to Reimburse		Complete Expense Claim form
FLOAT (if reimbursement required complete 'NOTES' section)		Receivers' name & initial here
TOTAL BALANCE		

