

U3A Crawley

Reporting Sheet for Cash at Events

Name of event

Name of responsible person

Date

Cash Income	Name	Amount	
		£	p
Float (subtract appropriate float from each item below)			
			-
	Total (A)		

Cash Expenditure Please attach receipts	Name ¹	Amount	
		£	p
Float return (if NOT from U3A funds)			
	Total (B)		

Total to be paid in (Totals A - B)		
---	--	--

Checked by 1

Checked by 2

¹ If payment by cheque please insert name and cheque number and exclude when totalling Cash Expenditure. On cashing up count out float first, the remainder is then the cash taken to be entered below the float return.

Appendix P
Cash breakdown

£20			
£10			
£5			
£2			
£1			
50p			
20p			
10p			
5p			
copper			
Total			