

Photographic Section Meet Accounts Sheet



| <u>INCOME</u> | |
|----------------------|----------|
| Fees paid by members | £ |
| Raffle | £ |
| Other (please state) | £ |
| Total Income | £ |

| <u>EXPENDITURE</u> | |
|---|----------|
| Fees paid to land owner (see note 1) | £ |
| Tea/coffee/milk & biscuits (receipt required) | £ |
| Hire of hall (see note1) | £ |
| Speaker (see note 1) | £ |
| Other (please state and provide receipt) | £ |
| Total expenditure | £ |

AMOUNT HANDED TO TREASURER (Note 2)

(Income less Expenditure)

£ _____

Note 1: Payments made to a landowner who is VAT registered (including C&CC sites) should be supported by a VAT invoice (issued by the landowner).

If the landowner is not VAT registered written receipt for fees paid should still be obtained.

Note 2: Any surplus cash to be handed to the Treasurer for banking, together with required invoices/receipts.