

SAMPLE CLUB ACCOUNTS

Income & Expenditure Rules

- 1 Complete Lodgement listing (list details and income category)
- 2 Complete Cheque listing (list supplier details and cost category)
- 3 Trf listing details on to monthly Income and Expenditure (Sheet "Inc&Exp)
- 4 Check bank statements for credit transfers, direct debits or charges and enter into monthly income and expenditure or update listings
- 5 ON Inc&Exp Sheet enter "Balance per Bank statement" at last day of month
- 6 List and total cheques written but not yet presented (cashd) to bank
eg. Cheque written 30 Jan not cashed on Bank Stat. until 7 Feb
Same for lodgements (unlikely)
- 7 Check to see if balances, if not recheck entries.

Lodgment Listing

Lodg. No	Date	Amount	Source	Detail / Cost Category

Cheque Listing

Chq. No	Date	Amount	Payee	Detail / Cost Category

Income and Expenditure Account

	Jan-06	February	March	April	May	June	July	August	Sept.	October	November	December	YTD Total
INCOME													
Subscriptions													0
Bag Packing													0
Sponsorship													0
Lotto													0
Dog Night													0
Misc.													0
TOTAL INCOME	0	0	0	0	0	0	0	0	0	0	0	0	0

	Jan-06	February	March	April	May	June	July	August	Sept.	October	November	December	YTD Total
EXPENDITURE													
Referees													0
Transport													0
Rates													0
Affiliations - Juniors													0
Affiliations - Schoolboys													0
Insurance													0
Pest Control/Ground repairs													0
Gas/ Energy/Petrol													0
Printing													0
Loan Repayments													0
Water Charges													0
Bank Charges													0
Physio Fees/Medical													0
Sports Hall Hire													0
Travel Exps/Meals/Courses													0
Other:													0
TOTAL EXPENDITURE	0	0	0	0	0	0	0	0	0	0	0	0	0

Difference	0	0	0	0	0	0	0	0	0	0	0	0	0
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Summary	Jan-06	February	March	April	May	June	July	August	Sept.	October	November	December	Year
Opening Balance	0	0	0	0	0	0	0	0	0	0	0	0	0
+ Income	0	0	0	0	0	0	0	0	0	0	0	0	0
- Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0
Closing Balance	0	0	0	0	0	0	0	0	0	0	0	0	0

Bank Rec.	Jan-06	February	March	April	May	June	July	August	Sept.	October	November	December
Bal. Per Bank Stats on last day	0	0	0	0	0	0	0	0	0	0	0	0
+ Outstanding lodgements	0	0	0	0	0	0	0	0	0	0	0	0
- Unpresented cheques	0	0	0	0	0	0	0	0	0	0	0	0
Balance per I+E a/c	0	0	0	0	0	0	0	0	0	0	0	0

Diff	0	0	0	0	0	0	0	0	0	0	0	0
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