## 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 (cashed) to bank eq. Cheque written 30 Jan not cashed on Bank Stat. until 7 Feb
_	Same for lodgements (unlikely)
/	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	
			-					-	-				
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
			-					-	-				
Difference	(	0	0	0	0	0	0	0	0	0	0	0	0
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
+ Income	(	0	0	0			0	0	0	0			
- Expenditure	(	0	0	0	0	0	0	0	0	0	0	0	
Closing Balance				0	0			0	0	0			
<u> </u>	-	1						_					
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	
+ Outstanding lodgements	(	0	0	0	0	0	0	0	0	0	0	0	1
- Unpresented cheques	(		0	0			0	0	0	0			1
Balance per I+E a/c	(	0	0	0	0	0	0	0	0	0	0	0	1
	·												_
Diff	(	) 0	0	0	0	0	0	0	0	0	0	0	1
•	-												

## Statement of Income and Expenditure

from 1st Jan 2006 to 31-Dec-06

Euro €

Total Income

	Luio
Total Income	0
- Total Expenditure	0
Excess Income over Expenditure	0
+ Opening Bank Balance	0
Closing Balance at Current Account	0

Represented By:	€
Balance per Current Account	(
Balance per Deposit Accounts	(
Balance per Loan Account	(
Less Lotto Jackpot cover	(

Fill in manually as per bank statements on closing date

Net Funds at Bank @ 31/12/06

Less Creditors & Commitments

Fill in manually amounts owing

## Net Available

	0	
	0	
	0	
	0	
	0	
TOTAL EXPENDITURE		
TOTAL INCOME		€

Expenditure Statement from 1/1/06 to 31/12/	-
0	-
0	-
0	-
0	-
0	-
0	
0	€
0	-
0	-
0	-
0	-
0	-
0	-
0	-
0	-
0	-
TOTAL EXPENDITURE	-
	-
Income > Expenditure	-