St Mary Magdalen Sheet Events Cash Form

Please complete this form and give it to one of the cashier team after the event with any money

Event:

Date: Time: Location:

Organised by: Person responsible for the money:

Money in		Expenses	
Item e.g. donation / ticket sales	Income	Item e.g. hall hire / drinks	Cost
Total income		**Total expenses**	

Money in - expenses =

Is this for a particular SMM fund? **Yes / No** If so, which one?

Is this for another organisation? **Yes / No** If so, which one?

Amount handed to cashier:

Signed: (cashier)..... (event rep).....

Date:

Money paid into bank account:

By:

Date:

Amount:

Paying in slip ref no: