ACTIVITY REPORT

ACTIVITY:		CAMPS ONLY:
ACTIVITY DATE:		Total No. registered:
ACTIVITY SUPERVISOR:		Total No. attended:
REPORT PREPARED BY:		
CONTACT PHONE NO:		
VENUE: WOODCROFT ☐ VOGUE ☐ ELIZABETH ☐ GAWLER ☐ CAMP ☐		

INCOME

DESCRIPTION	RECEIPT ATTACHED	AMOUNT	
Takings from entry fee			
Takings from Canteen			
Donations			
Other (please describe)			
	TOTAL INCOME		

EXPENSES

PAID DESCRIPTION	RECEIPT ATTACHED	AMOUNT	NAME OF PERSON TO BE REIMBURSED (IF REQ'D)
Catering			
Venue Hire/Bus Hire			
Petrol			
Advertising			
Decorations			
Donations			
Equipment			
Other (please describe)			
	TOTAL PAID EXPENSES		

TOTAL INCOME	
LESS TOTAL PAID EXPENSES	
AMOUNT TO BE BANKED	

DEPOSIT

OFFICE USE ONLY

DEPOSIT DATE	RECEIPTS ATTACHED	AMOUNT	ENTERED
	TOTAL BANKED		

ACCOUNT

OFFICE USE ONLY

UNPAID ACCOUNTS	INVOICE ATTACHED	AMOUNT	PAID DATE
	TOTAL UNPAID ACCOUNTS		

TOTAL BANKED		
LESS TOTAL UNPAID ACCOUNTS		
LESS CAMP FEE ALLOWANCE		(CAMPS ONLY)
LESS BANKING FEES		(CAMPS ONLY)
TOTAL PLUS/MINUS		

APPROVED BY PASTOR:	SIGN:

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