



ACTIVITY REPORT

ACTIVITY:		CAMPS ONLY: Total No. registered:
ACTIVITY DATE:		
ACTIVITY SUPERVISOR:		Total No. attended:
REPORT PREPARED BY:		
CONTACT PHONE NO:		

VENUE: WOODCROFT VOGUE ELIZABETH GAWLER CAMP

CASH INCOME - enter total cash amount here

DESCRIPTION - pick category	COUNTING SHEET ATTACHED	AMOUNT
TOTAL CASH INCOME		

Categories
Entry Takings
Tuck Shop Sales
Donation

(please do not include tithes on this sheet - just fill in a money counting form)

CASH EXPENSES - paid from cash (must have a receipt attached)

PAID DESCRIPTION - pick category	NAME OF PERSON REIMBURSED	AMOUNT	GST Amount
TOTAL CASH EXPENSES PAID			
TOTAL CASH INCOME			
LESS TOTAL CASH EXPENSES PAID			
AMOUNT TO BE BANKED			

Categories
Catering
Venue Hire
Bus Hire
Petrol
Advertising
Decorations
Equipment

DEPOSIT

DEPOSIT DETAILS	DEPOSIT DATE	AMOUNT	OFFICE USE ONLY ENTERED
Cash - attach deposit slip			
Cheque - attach deposit slip			
Eftpos			
Direct Deposit			
Stripe			
TOTAL INCOME			

ACCOUNT - attach all invoices

ON ACCOUNT RECEIPTS	GST AMOUNT	AMOUNT	OFFICE USE ONLY PAID DATE
TOTAL UNPAID ACCOUNTS			
TOTAL INCOME			
LESS TOTAL ACCOUNT RECEIPTS			
LESS CAMP FEE ALLOWANCE			(CAMPS ONLY)
LESS EFTPOS/STRIPE FEES			(CAMPS ONLY)
TOTAL PLUS/MINUS			

APPROVED BY PASTOR:	SIGN:
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