

BERKSHIRE CENTRE

RALLY ACCOUNT

RALLY VENUE _____

RALLY DATE _____

THIS SHEET MUST BE RETURNED TO THE TREASURER.

	INCOME	EXPENSES	TO TREASURER
SITE FEES	:	:	:
VAT (Pay to Treasurer)	:	:	:
ADMIN FEES (Pay to Treasurer)	:	 	:
RALLY FEES (All available to spend)	:	:	:
SOCIAL	:	:	:
VAT (Pay to Treasurer)	:	 	:
RAFFLE	:	:	:
SURPLUS BOOKING FEES	:	 	:
NEWSPAPERS	:	:	:
	:	:	:
ADVANCE FROM TREASURER	:	 	:
TOTALS	:	:	:
	LESS VOUCHERS		:
	TO BANK		:

Unless a VAT receipt is obtained from the Site Owner, the VAT must be paid to the Treasurer. The Rally Folder Information will indicate if the Site Owner is VAT registered.

Late Cancellations and non-arrivals

If any rallier has cancelled late or not arrived at the rally, then please consider whether they should be charged for part or all of the rally - in particular if you have incurred costs on their behalf or loss of income has a significant effect on your rally account. Please indicate their name and the amount to charge below. The Treasurer will write to the rallier.

Name	Reason for cancellation / non-attendance (if known)	Amount to be charged.
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Please return this Account to the Treasurer together with the Audit sheets, receipts for the site fees, hall fees, social, rally fees, newspapers and raffle expenses, rally booking slips, banking slips and vouchers, within 14 days of completing the rally.