MG Car Club Sydney

Cheque Requisition

Amount:

Payable to:

Purpose:

Attach Tax Invoices

Attach event budget /summary

Requested by:

Date requested:

Contact numbers:

Mobile:

Email:

Cheque number:

Date issued:

Amount:

This cheque requestion is to be forwarded to the Assistant Treasurer / Treasurer along with the tax invoices.

MG Car Club Sydney

Event Budget

Name of Event:
Date of Event:
Person(s) Responsible:
Contact Number:
Mobile:
Email:

Estimated number of attendees	X

Fixed Costs

Hire of premises	$
Rental of equipment	$
Band	$
Other items	$
TOTAL fixed costs	$
Divide by number of attendees to arrive at a per person cost	0

Variable Costs

Meals	$
Entrance fees	$
Give aways (badges etc)	$
Other items	$
TOTAL per person	$-
Contingency of 10%	$-
CHARGE PER PERSON	$-

MG Car Club

Activity Summary

Name of Event:
Date of Event:
Person(s) Responsible:
Contact Number:
Mobile:
Email:

Receipts		Payments	
Number of attendees			
Received as follows		Expenses	
Cash	$	Description	$
Cheques	$	Description	$
Credit Cards	$	Description	$
Total	$	Total	$
Deposited as follows		Claimed as follows	
Deposit DATE	$	Claim date	$
Deposit DATE	$	Claim date	$
Deposit DATE	$	Claim date	$
Total	$	Total	$
Total of deposits must agree to total received		Total of claims must agree to total expenses	
Event Surplus			
Total receipts	$		
Total expenses	$		
Surplus / (deficit)	$		