



Event Name: _____

Event Date: _____ Event Coordinator: _____

Event Purpose: _____

If this is a fund raising event where a payment to an organisation is required, please describe the payment details.

A.

Cheque

Make out a cheque payable to the following (please make sure you confirm the registered name of the Association/Organisation) and include the current address.

B.

Electronic Payment

Complete the following details.

Organisation Name: _____

Bank: _____ **Reference:** _____

BSB: _____ **Account No:** _____

Accounts checklist

Payment Received:	Date/Time	Signature	Receipt No
Cash Banked:	Date/Time	Signature	Location
Payment generated:	Date	Signature	Cheque/EFT No

Count Record

For P&F events the first count should be conducted by at least 2 P&F members. By signing this counting record you are confirming that all money has been collected in accordance with Cash Handling procedures and the following is a true record. No money should be removed from takings for any purpose.

Count 1			Count 2	
Counter Name			Counter Name	
Counter Signature			Counter Signature	
Counter Name			Counter Name	
Counter Signature			Counter Signature	
Date			Date	
\$	c	Notes	\$	c
		\$ 100		
		\$ 50		
		\$ 20		
		\$ 10		
		\$ 5		
		Total Notes		
		Coin		
		2 dollar		
		1 dollar		
		50 cents		
		20 cents		
		10 cents		
		5 cents		
		Total Coin		
		TOTAL		