

**INFORMATION SHEET TO BE SUBMITTED BY TRIP ORGANIZERS TO THE TREASURER PRIOR TO THE EVENT
INCLUDING ANY SUPPORTING DOCUMENTATION**

TRIP NAME	
TRIP ORGANIZER	

DATE OF TRIP	
TELEPHONE NUMBER	
EMAIL ADDRESS	

INCOME				
(A)		CHEQUES @	=	£
		CHEQUES @	=	£
		CHEQUES @	=	£

(B)		CASH PAYMENTS @	=	£
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(C)	TOTAL RECEIPTS	=	£
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(D)	AMOUNT HANDED OVER TO TREASURER = + DATE	=	£
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(E)	DIFFERENCE BETWEEN (C) & (D) (e.g. cash retained for driver's tip)	=	£
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EXPENDITURE		
COACH (SPECIFY COMPANY)		£
DRIVER'S TIP		£
ENTRANCE FEE		£
GUIDE		£
REFRESHMENTS		£
ORGANIZER'S EXPENSES (DETAILED)	£	£

(F)	TOTAL EXPENDITURE	=	£
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