

# **Probus Hunters Hill – Finance Manual**

## **AS AT 30 APRIL 2020**

### **Policy Procedures**

1. Two signatures are required on all cheques as a minimum to authorise payment ie Cheque or electronic facility
2. The number of signatories to the Club's bank account will not exceed 4 .
3. Any reasonable level of expenditure incurred by a member which will include committee members on behalf of the club will be reimbursed . Reimbursement can be authorised any 2 of the cheque signatories.
4. Authority for any expenditure in excess of \$100 will vest only by the Treasurer and President and in his /her absence by the Vice President.
5. At the end of each month , a bank reconciliation will take place, ensuring the total of all receipts and payments equals all bank deposits and withdrawals.
6. The Treasurer will prepare an annual budget for the club, 2 months before the beginning of next financial year, to be tabled at the Clubs Management committee meeting in October for approval, predicting expected income and expenditure.
7. Any variances to the budget are to be explained to the Management Committee by the Treasurer
8. The treasurer will:
  - a. Prepare a Profit-Loss statement and Balance Sheet for the annual report each year.
  - b. Appoint a suitably qualified auditor
  - c. Work with the auditor to facilitate the audit process.
  - d. Report to the members at the Annual General Meeting

### **CLUBS FINANCIAL SYSTEM**

Probus Hunters Hill accounting system will be based on cash accounting . The only exception to this will be at year end where it may be decided on the recommendation by the Treasurer and accepted by the Management Committee (MC) that some of the surplus generated during the year will be quarantined for a specific purpose eg. 50<sup>th</sup> Birthday Celebration, Asset Replacement, This will be actioned once a year at the end of the year end by creating a Reserve.

The club's financial recording will be maintained by the writing up of a cash book . This will be in the form of using the application XL.

The treasurer will adopt the system design effective 1-1-20 and under no circumstance will this be changed without authorisation from the President and the MC.

## Reporting

### Month End Reporting

As at the end of each month the Treasurer will prepare for presentation to the MC the Management Report. (See Annexure 1)

This report will show the Surplus/(Deficit) for the month, the Cash Book Balance at month end before Functions and the Cash book Balance at month end After Functions .

Also, this report will show the Cash book balance after taking into account any Reserves taken up at the previous Year end resulting in a Cash balance referred to as Free Cash Balance.

This report will show the month and year to date compared to Budget and the previous Year or Last year. See Attached Example

#### PROBUS HUNTERS HILL - Management Report

##### INCOME AND EXPENDITURE - Month March 2020

MONTH				YEAR TO DATE		
Actual	Budget	LY		Actual	Budget	LY
\$ 15,270	\$ 12,815	\$ 7,058	Cash on Hand as at At Beginning	\$ 5,930	\$ 5,930	\$ 2,065
			<b>Income</b>			
\$ 640	\$ 388	\$ 210	Membership Fees	\$ 6,010	\$ 7,760	\$ 4,080
\$ 195	\$ 260	\$ 230	Raffle	\$ 749	\$ 720	\$ 716
\$ 0	\$ 1	\$ 0	Interest Received	\$ 0	\$ 1	\$ 0
\$ -	\$ -	\$ -	Donations	\$ -	\$ -	\$ 80
\$ -	\$ -	\$ -	Badge Fines	\$ -	\$ -	\$ 32
\$ (90)	\$ -	\$ (60)	Activities Extra	\$ 870	\$ -	\$ 736
\$ -	\$ 5	\$ -	Sundry	\$ -	\$ 5	\$ -
<b>\$ 745</b>	<b>\$ 654</b>	<b>\$ 380</b>	<b>TOTAL INCOME</b>	<b>\$ 7,629</b>	<b>\$ 8,486</b>	<b>\$ 5,643</b>
			<b>Expenditure</b>			
\$ -	\$ -	\$ -	PSPL Capitation Fee	\$ -	\$ -	\$ -
\$ 150	\$ 110	\$ 100	Hall Hire	\$ 450	\$ 330	\$ 300
\$ -	\$ 30	\$ 28	Morning Tea Supplies	\$ 28	\$ 85	\$ 96
\$ -	\$ 42	\$ -	Guest Speaker gifts	\$ 60	\$ 126	\$ 60
\$ -	\$ 80	\$ 78	Newsletter printing	\$ 157	\$ 240	\$ 264
\$ -	\$ 20	\$ 130	Postage	\$ 20	\$ 20	\$ 150
\$ 78	\$ 100	\$ 78	Raffle Prizes	\$ 228	\$ 250	\$ 306
\$ 29	\$ 17	\$ 113	Member badges	\$ 39	\$ 47	\$ 124
\$ 175	\$ -	\$ -	Stationary/Photocopying	\$ 230	\$ 65	\$ 51
\$ -	\$ -	\$ -	Fair Trading	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	Insurance	\$ -	\$ -	\$ -
\$ 105	\$ 70	\$ -	Club Honour Board	\$ 105	\$ 70	\$ -
\$ 25	\$ 100	\$ -	Chain Of Office engraving	\$ 25	\$ 100	\$ -
\$ 139	\$ 130	\$ -	Post office Box Hire	\$ 139	\$ 130	\$ -
\$ -	\$ 25	\$ -	Active Retiree Magazine	\$ -	\$ 25	\$ -
\$ 33	\$ 7	\$ -	EFTPOS MerchNT FEE	\$ 133	\$ 140	\$ -
\$ 9	\$ 30	\$ 200	Sundry Expenses	\$ 54	\$ 80	\$ 222
<b>\$ 743</b>	<b>\$ 761</b>	<b>\$ 727</b>	<b>TOTAL EXPENDITURE</b>	<b>\$ 1,667</b>	<b>\$ 1,708</b>	<b>\$ 1,573</b>
<b>\$ 2</b>	<b>\$ (107)</b>	<b>\$ (348)</b>	<b>Monthly Excess Inc./Expend.)</b>	<b>\$ 5,962</b>	<b>\$ 6,778</b>	<b>\$ 4,071</b>
\$ 15,272	\$ 12,708	\$ 6,710	Cash Bal. Before Functions	\$ 11,892	\$ 12,708	\$ 6,135
\$ (3,380)	\$ -	\$ 420	Functions	\$ -	\$ -	\$ 995
<b>\$ 11,892</b>	<b>\$ 12,708</b>	<b>\$ 7,130</b>	<b>Cash Book Balance End March 20</b>	<b>\$ 11,892</b>	<b>\$ 12,708</b>	<b>\$ 7,130</b>
<b>FREE CASH BALANCE</b>				<b>Actual</b>	<b>Budget</b>	<b>LY</b>
Bank Balance as at 31-3-2020				\$ 11,892	\$ 12,708	\$ 7,130
Less Functions				\$ -	\$ -	\$ 420
Less 50th Birthday Reserve				\$ (1,000)		
Less Asset Replacement Reserve				\$ (2,064)		
<b>Free Cash Balance</b>				<b>\$ 8,828</b>	<b>\$ 12,708</b>	<b>\$ 6,710</b>

## Budget

The Treasurer will prepare an annual Budget for the following year to be tabled and presented to the MC at the October Meeting each year.

On acceptance of the Budget by the MC a decision will be made on the level of membership fees to be paid by members the following year.

The Budget will be prepared in detail , broken up into months and showing the basis of determining the proposed numbers to the MC.

See Attached Example

PROBUS CLUB HUNTERS HILL - BUDGET 2020

	Jan-20	1 Mnth YTD	Feb-20	2Mths YTD	Mar-20	3Mths YTD	Apr-20	4Mths YTD	May-20	5Mths YTD	Jun-20	6Mths YTD
Cash on Hand as at At Beginning		\$ -	\$ 6,310	\$ -	\$ 6,885	\$ -	\$ 6,778	\$ -	\$ 6,631	\$ -	\$ 4,904	\$ -
<b>Income</b>												
Membership Fees	\$ 6,596	\$ 6,596	\$ 776	\$ 7,372	\$ 388	\$ 7,760	\$ 7,760	\$ 7,760	\$ 7,760	\$ 7,760	\$ 7,760	\$ 7,760
Raffle	\$ 200	\$ 200	\$ 260	\$ 460	\$ 260	\$ 720	\$ 260	\$ 980	\$ 260	\$ 1,240	\$ 260	\$ 1,500
Interest received	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 2
Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Activities surplus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sundry	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ 5	\$ 5	\$ 10	\$ 5	\$ 15	\$ 5	\$ 20
<b>TOTAL INCOME</b>	<b>\$ 6,796</b>	<b>\$ 6,796</b>	<b>\$ 1,036</b>	<b>\$ 7,832</b>	<b>\$ 654</b>	<b>\$ 8,486</b>	<b>\$ 265</b>	<b>\$ 8,751</b>	<b>\$ 265</b>	<b>\$ 9,016</b>	<b>\$ 266</b>	<b>\$ 9,282</b>
<b>Expenditure</b>												
PSPL Capitation Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500
Hall Hire	\$ 110	\$ 110	\$ 110	\$ 220	\$ 110	\$ 330	\$ 110	\$ 440	\$ 110	\$ 550	\$ 110	\$ 660
Morning Tea Supplies	\$ 25	\$ 25	\$ 30	\$ 55	\$ 30	\$ 85	\$ 33	\$ 118	\$ 33	\$ 151	\$ 33	\$ 184
Guest Speaker gifts	\$ 42	\$ 42	\$ 42	\$ 84	\$ 42	\$ 126	\$ 42	\$ 168	\$ 42	\$ 210	\$ 42	\$ 252
Newsletter printing	\$ 80	\$ 80	\$ 80	\$ 160	\$ 80	\$ 240	\$ 80	\$ 320	\$ 80	\$ 400	\$ 80	\$ 480
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20	\$ -	\$ 20	\$ -	\$ 20	\$ 20	\$ 40
Raffle Prizes	\$ 75	\$ 75	\$ 75	\$ 150	\$ 100	\$ 250	\$ 75	\$ 325	\$ 75	\$ 400	\$ 100	\$ 500
Member badges	\$ 15	\$ 15	\$ 15	\$ 30	\$ 17	\$ 47	\$ 17	\$ 64	\$ 17	\$ 81	\$ 17	\$ 98
Stationary /Photo Copying	\$ -	\$ -	\$ 65	\$ 65	\$ -	\$ 65	\$ -	\$ 65	\$ 80	\$ 145	\$ 120	\$ 265
Fair Trading	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90	\$ 90
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Club Honour Board	\$ -	\$ -	\$ -	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 25	\$ 95
Chain Of Office engraving	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Post office Box Hire	\$ -	\$ -	\$ -	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130	\$ 130
Active Retiree Magazine	\$ -	\$ -	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 50	\$ 25	\$ 75	\$ 25	\$ 100
EFTPOS Fee	\$ 119	\$ 119	\$ 14	\$ 133	\$ 7	\$ 140	\$ -	\$ 140	\$ -	\$ 140	\$ -	\$ 140
Sundry Expenses	\$ 20	\$ 20	\$ 30	\$ 50	\$ 30	\$ 80	\$ 30	\$ 110	\$ 30	\$ 140	\$ 30	\$ 170
<b>TOTAL EXPENDITURE</b>	<b>\$ 486</b>	<b>\$ 486</b>	<b>\$ 461</b>	<b>\$ 947</b>	<b>\$ 741</b>	<b>\$ 1,708</b>	<b>\$ 412</b>	<b>\$ 2,120</b>	<b>\$ 1,992</b>	<b>\$ 4,112</b>	<b>\$ 692</b>	<b>\$ 4,804</b>
<b>Monthly Excess Inc./Expend.)</b>	<b>\$ 6,310</b>	<b>\$ 6,310</b>	<b>\$ 575</b>	<b>\$ 6,885</b>	<b>\$ (87)</b>	<b>\$ 6,778</b>	<b>\$ (147)</b>	<b>\$ 6,631</b>	<b>\$ (1,727)</b>	<b>\$ 4,904</b>	<b>\$ (426)</b>	<b>\$ 4,478</b>
<b>Free Cash Bal. O/H</b>	<b>\$ 6,310</b>	<b>\$ 6,310</b>	<b>\$ 6,885</b>	<b>\$ 6,885</b>	<b>\$ 6,798</b>	<b>\$ 6,778</b>	<b>\$ 6,631</b>	<b>\$ 6,631</b>	<b>\$ 4,904</b>	<b>\$ 4,904</b>	<b>\$ 4,478</b>	<b>\$ 4,478</b>

## **Financial Recording**

The clubs financial recording will include the following:

- Use of a receipt book
- Bank Deposit Book
- Cheque Book
- Cash Receipts Journal
  - This comprises of the following records:
    - Cash Banking Sheet (CB12)
    - Raffle Money Collection Record (RFC)
    - Summary of receipts made by Credit card
    - Bank Statements for Direct Deposits
- Activity Record (AR10)
- Cash Payments Journal
  - Reimbursement of expenses (EXP 20)

## **Use of Receipt Book**

All money received by the club, by cash or cheque paid by members will require a receipt to be raised and given to the member with a copy retained for club records. Treatment of the copy receipt retained, please see under Activity Record Form AR10.

## CASH RECEIPTS JOURNAL

The Cash Receipts Journal includes a number of records showing all money received from all sources, cash, cheque, credit card receipts, and direct bank deposits.

## Cash Banking Sheet (CB12)

This is a form used to summarise all money received and deposited into the club's bank account.

Information shown is the source or reason for the money paid into the club by cheque and cash such as :

- Membership
- Functions
- Raffle

See Example attached.

CASH BANKING SHEET		
Check #	201430	
Date	Amount \$	Comments
Raffle (Ref R12)	\$100.00	Raffle Received \$233 ADM Exp. 133 <u>100</u>
Membership.	320.00	
Activities Good O Day	135.00	/
Activ. - Harrington.	2000.00	
Activ — G.H. Griffiths Birth Lunch.	90.00	} Double Paid, change destroyed.
September 6th Gift	(90.00)	
Total	\$2555.00	
BANKED BY	SIGNATURE	

## Raffle Money (RFC)

Form RFC is to be used at each meeting for recording the cash raised by the sale of raffle tickets.

Usually, the person running the raffle, after it is drawn will submit the taking to the treasurer.

From this, the following amounts are taken for the payment of the following expenses:

- Raffle prize
- Tea money
- Speaker cash gift

The form RFC in this case would show the amounts paid for expenses and the remaining balance of cash left to be banked.

The amount of raffle money raised would be determined by adding the cash remaining after payment of expenses and the the sum of these expenses. (See Example attached)

**Raffle Money Collection Record** RF12.

Ref.No.		
Date		\$
8/2/20	Raffle Cash	233-00
	OTHER	
	Less Float	
	NET PROCEEDS	
	Less Payment	
	Rent	—
	Speaker	30-00
	Morning Tea	28-00
	Raffle Prize	75-00
	TOTAL EXPENDITURE	133-00
	NET CASH BANKED	100-00
Date	Signed:	10/2/20

## Summary of Receipts from Credit cards (TYRO15)

Payment to the club by credit card is made by processing the payment using a Electronic Fund Transfer Point of Sale (EFTPS) system and the name of the provider for this is TYRO.

A summary of amount paid for the day can be obtained remotely by using a smart phone device.

Also, by going into the Tyro site a number of reports are available to be used.

Report named "Detail report on 1" is printed at the end of the days collection which shows the amount paid in by credit card and all payments made by credit card.

The total collected shown in this report must be balanced with all amounts showing on all Activity Reports showing payment made by credit card and a summary prepared using

Form Tyro 15, Summary Of Payments made by Credit Card.

For this summary, the source of the payment must be shown together with the amount eg. Membership, 44<sup>th</sup> Birthday etc.

See EXAMPLE ATTACHED.

### SUMMARY OF PAYMENTS MADE BY CREDIT CARD

FUNCTION	DATE	PAID	COMMENTS
Membership.	4/3/20	£240	
44th Birthday		(£90)	Bruce & Nancy Hattersley
<del>Q&amp;A</del> <del>Q&amp;A</del> <del>Q&amp;A</del>		<del>18.19</del>	
Thirlmere Rail Museum		£616	
The Mint.		£16	
Harrington Hattersley		£7290	
TOTAL			
TOTAL AS PER TYRO SUMMARY		£8072 <del>£5162</del>	

2020

Tyro Portal

Date & time	Card type	Card number	Transaction ref	Transaction type	State	Related	Sale	Card out	Refund	Total	Settlement*	Total fee
04/03/2020 10:02:55	Visa	X0000000000003012	✓ 729088	Purchase	Approved	✓	\$80.00	\$0.00	\$0.00	\$80.00	\$80.00	\$1.44 more...
04/03/2020 10:12:46	Visa	X0000000000004771	✓ 767003	Refund	Approved		\$0.00	\$0.00	-\$90.00	-\$90.00	-\$90.00	\$0.00 more...
04/03/2020 11:15:54	Visa	X0000000000003175	✓ 807014	Purchase	Approved		\$1,310.00	\$0.00	\$0.00	\$1,310.00	\$1,310.00	\$23.58 more...
04/03/2020 11:17:00	Visa	X0000000000009616	✓ 945859	Purchase	Approved		\$1,125.00	\$0.00	\$0.00	\$1,125.00	\$1,125.00	\$20.25 more...
04/03/2020 11:18:50	Mastercard	X0000000000002260	✓ 946139	Purchase	Approved	✓	\$80.00	\$0.00	\$0.00	\$80.00	\$80.00	\$1.44 more...
04/03/2020 11:20:33	Mastercard	X0000000000002260	✓ 946539	Purchase	Approved	✓	\$77.00	\$0.00	\$0.00	\$77.00	\$77.00	\$1.39 more...
<b>Total</b>							<b>\$8,162.00</b>	<b>\$0.00</b>	<b>-\$90.00</b>	<b>\$8,072.00</b>	<b>\$8,072.00</b>	<b>\$146.92</b>

Showing 1 to 19 of 19 entries  
 EFTPOS machine settled automatically at 05/03/2020 00:00:00  
 Surcharge is included in American Express, Diners Club and JCB settlement amounts. Surcharges for Visa, Mastercard, UnionPay and eftpos will be deducted from your monthly invoice.  
 \* Tyro settles Visa, Mastercard, UnionPay and eftpos transactions. All other transactions are settled directly by the relevant scheme.

<https://merchant.tyro.com/extranet/pages/merchant/65949/reports.html#>

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## Bank Statements for Direct Deposits

A member has various options of payment to the club these being, cash, cheque, credit card and direct deposit.

The direct deposits are identified from the bank statement and entered into the cash book under the appropriate reason the [payment is made for. Eg. Membership, Function

## Activity Record (AR10)

### PROCEDURE: RECORDING PAYMENTS MADE TO THE CLUB

The following procedure is to be used for all payments made to the club for the purpose payment for Membership Subscriptions and all Activities undertaken.

1. An Activity Record Form will be printed by the treasurer showing the name of the activity and showing a listing of all members names .  
This form is to be given to the activity manager by email or by hand before the commencement of the meeting.
2. All payments are to be recorded on this form with the amount for each activity showing. Eg. Membership \$80, 44<sup>th</sup>. Birthday Lunch \$45.
3. The method of payment is to be indicated by entering the amount \$ under the appropriate payment method this being by credit card, cheque or cash.



4. Other columns may be used for recording an indication by the member that they will attend but not pay as yet and any comments that may be applicable.
5. At the end of the meeting the amount of money collected will be totalled and balanced to the amount of total money received and handed to the treasurer together with all receipts issued.
  - a. The balancing of all money collected must be balanced to the amount collected for each type of payment ie, CC, cash, cheque.
6. The Treasurer will acknowledge receipt of the money and issue a receipt .
7. At the following meeting , the treasurer will issue a new printed Activity Form for each activity type, eg. Membership, 44<sup>th</sup> Birthday, Good old days etc. showing members names that have not previously made a payment.
8. The Activity Form comes in three forms, members names by alphabetical Surname order, Christian name order, no names. The form to be used is the Activity Managers choice.
9. The procedure No.1-6 above will be repeated at each meeting.
10. Each Activity Manager is to keep a separate control sheet of all members that have paid .

At the end of the payment period , the Treasurer will provide to the Activity manager a list of names and the money collected for the Activity manager to reconcile with the own control .

11. Issue of receipt to the members:
  - a. For members that wish to pay by credit card (cc) the EFTPOS mobile device will be used to process the payment.
    - i. As the payment is processed and is completed a Merchant Copy Receipt will be printed . This receipt should be placed in an envelope.
    - ii. On the printing of the Merchant copy Receipt, the member should be asked if a receipt is required by the member and if so, the receipt will be printed by the device and handed to the member.
  - b. Payments made by cash or cheque will have a hand written receipt made out and the original given to the member with the copy detached and placed in the envelope with the EFTPOS Merchant copy receipts.
    - i. The hand written receipt should state at the TOP of the receipt if the payment made is by CASH or CHEQUE and the purpose for the payment.

- c. All receipts are to be handed in with the Activity Record Form together with the cash/cheques.

12. The treasurer will balance the amounts showing on the Activity Record Form , cash and receipts and prepare the Cash bank sheet for the money to be placed in the Clubs bank account on a weekly basis.

## **CASH PAYMENTS JOURNAL**

Every payment made irrespective of how the payment is made must have supporting documentation for such a payment.

Most payments made by the club are made by cheque.

Type of payments are those made to suppliers for goods or services where an invoice is received by mail to the club's PO Box.

Some payments are made by members on behalf of the club in which case a reimbursement to the member must be made.

The person requesting a reimbursement must complete a Form, Probus Reimbursement of Expenses (EXP20) showing the relevant information requested on the form and a supporting invoice attached . This form should be signed by the person requesting payment and authorised by any 2 of the club's cheque signatories.

All Payments are to be filed in Cheque No. order.

## **MAINTENANCE OF BOOKS OF ACCOUNT**

As stated above the books of account for Probus Hunters Hill will be on the basis of cash accounting with the exception of year end where it may be decided by the MC to retain some surplus for the purpose for a specific purpose eg. 50<sup>th</sup> Anniversary.

The Cash Book will be maintained in XL form and the source of entry will be via the Cash Journal for receipts and payments as explained above.

## PRODUCING MANAGEMENT REPORTS

1. The Cash Book will be written up for all cash receipts and payments.
2. On completion of the write up of the Cash Book, a bank reconciliation will be done with the cash Book.
- a) Please note that until the reconciliation of the bank Account is completed , management accounts can not be commenced.
3. Once this is done, the total amounts for each type of receipt and expenditure will be entered in the Current YE report. Eg For 2020 see Tab "YE2020"
  - a. For Functions, the receipt and payment of each function must be recorded under the appropriate function name.
  - b. Once the Function is completed the surplus or deficit for this function will be shown on the Report as Activities Extra under Income and the corresponding entry to this be under the function. Ie. The function income +Expenditure +Surplus/Deficit =0 with the deficit reflected under Income, Activities Extra.
  - c. The Bank Balance showing on the report must be the same as the Cash Book Balance for the month and YTD.
4. Once Step 3 is completed the Management Report eg Reort2020 ,for the month and YTD can be completed.
  - a. Enter the Opening Balance Cash on Hand for month and YTD.
  - b. Copy and paste from the Tab Report eg YE 2020 to Report 2020 all income and expenditure items.
  - c. The report is all formulated for deriving all balances.
5. Follow similar steps to 3&4 for the Budget and LY.
6. Functions will be shown separately as per the report
7. Free Cash balance will be shown which is the Cash Book Balance Less Reserves set in the previous year. This will be adjusted at year end once authorised by the MC.

CASH BOOK YE 2020- PAYMENTS													FUNCTIONS
DATE	ITEM	Cheq. No.	TOTAL	PSPL Cap. Fee	Hall Hire	Tea Supplies	Guest Speak.	Newsletter	Postage	Raffle Prizes	Membership Badges	Function	
Jan-20													44th Birth Dinner
Dec-19	Cheque cancelled, M.Allum Refer new Cheque no.2052 below for replacement	2042	\$ (88.75)					\$ (78.25)			\$ (10.50)		
6/1/20	St Marys Hunters Hill	2046	\$ 300.00		\$ 300.00								
7/1/20	M.Allum	2047	\$ 60.00							\$ 50.00	\$ 10.00		
7/1/20	TYRO Fees		\$ 0.18										
13/1/20	Raffle Expenses -(Depos\$321-\$55)	RF11	\$ 55.00				\$ 30.00			\$ 25.00			
31/1/20	M.Conley (Gift Auditor)	2048	\$ 44.98										
	M.Allum	2049	\$ 132.83					\$ 78.25					
	TAFE NSW COMMISSION 44th Birthdat Dinner	2050	\$ 1,830.00									\$ 1,830.00	\$ 1,830.00
	Glenys James- Reimbursement Postage Photo Album	2051	\$ 20.00										
	Replacement Cheq, 2042 lostand cancelled M.Allum	2052	\$ 88.75					\$ 78.25			\$ 10.50		
	TOTAL PAYMENTS JAN 2020		\$ 2,442.99	\$ -	\$ 300.00	\$ -	\$ 30.00	\$ 78.25	\$ -	\$ 75.00	\$ 10.00	\$ 1,830.00	\$ 1,830.00
Feb-20													
3/2/20	Tyro Merchant Fee	Dir.Dr.	\$ 99.72										
5/2/20	Speaker	RF12	\$ 30.00				\$ 30.00						
	Tea Supplies	RF12	\$ 28.00			\$ 28.00							
	Raffle Prize	RF12	\$ 75.00							\$ 75.00			
26/2/20	Mike Allum	2053	\$ 78.25					\$ 78.25					
			\$ -										
	TOTAL PAYMENTS FEB 2020		\$ 310.97	\$ -	\$ -	\$ 28.00	\$ 30.00	\$ 78.25	\$ -	\$ 75.00	\$ -	\$ -	\$ -

CASH BOOK YE 2020- <b>RECEIPTS</b>											
DATE	ITEM	Receipt No.	TOTAL	Annual	RAFFLE	Bank	Donations	Activities	Sundries	Function	FUNCTI
				Subs.	Money	Interest		Extra		Total	44TH BIRTH.
<b>Jan-20</b>											
7/1/20	EFTPOS RECEIPTS	Dir.Trans	\$ 5,015.00	\$ 3,530.00						\$ 1,485.00	\$ 1,485.00
13/1/20	Cash Banked (Raffle Gr\$321 Less Exp. See Payments-\$55-\$266 Banked)		\$ 2,236.00	\$ 880.00	\$ 321.00					\$ 1,035.00	\$ 1,035.00
14/1/20	Mship Paid Bank Trans.		\$ -							\$ -	
24/1/20	44th Birthday.		\$ 270.00							\$ 270.00	\$ 270.00
			\$ -							\$ -	
	<b>JAN TOTAL</b>		<b>\$ 7,521.00</b>	<b>\$ 4,410.00</b>	<b>\$ 321.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,790.00</b>	<b>\$ 2,790.00</b>
<b>Feb-20</b>			\$ -							\$ -	
1/2/20	Interest		\$ 0.09			\$ 0.09				\$ -	
5/2/20	Bank Trans.-C.Scofield		\$ 80.00	\$ 80.00						\$ -	
6/2/20	EFTPOS RECEIPTS	Dir.Trans	\$ 1,645.00	\$ 400.00						\$ 1,245.00	
6/2/20	Bank Trans.- R.Hogan		\$ 80.00	\$ 80.00						\$ -	
20/2/20	Cash & Cheques banked	Raffle-RF12	\$ 2,688.00	\$ 320.00	\$ 233.00					\$ 2,135.00	
	<b>Feb 20 TOTAL</b>		<b>\$ 4,493.09</b>	<b>\$ 880.00</b>	<b>\$ 233.00</b>	<b>\$ 0.09</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,380.00</b>	<b>\$ -</b>
1/3/20	Interest		\$ 0.11			\$ 0.11				\$ -	

A	B	C	D	E	F	G	H	I	J	K	L	M	N
	PROBUS CLUB HUNTERS HILL - Budget 2020												
	Jan.20 Act	1 Mnth YTD	Feb.20 Act	2Mths YTD	Mar.20 Act	3Mnths YTD	Apr-20	4Mnths YTD	May-20	5Mnths YTD	Jun-20	6Mnths YTD	
Cash on Hand as at At Beginning Income	\$ 5,930	\$ 5,930	\$ 12,240	\$ 5,930	\$ 12,815	\$ 5,930	\$ 12,708	\$ 5,930	\$ 12,561	\$ 5,930	\$ 10,834	\$ 5,930	
Membership Fees	\$ 6,596	\$ 6,596	\$ 776	\$ 7,372	\$ 388	\$ 7,760		\$ 7,760		\$ 7,760		\$ 7,760	
Raffle	\$ 200	\$ 200	\$ 260	\$ 460	\$ 260	\$ 720	\$ 260	\$ 980	\$ 260	\$ 1,240	\$ 260	\$ 1,500	
Interest received		\$ -		\$ -	\$ 1	\$ 1		\$ 1		\$ 1	\$ 1	\$ 2	
Donations		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Badge Fines		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Activities surplus		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Sundry	\$ -	\$ -	\$ -	\$ -	\$ 5	\$ 5	\$ 5	\$ 10	\$ 5	\$ 15	\$ 5	\$ 20	
TOTAL INCOME	\$ 6,796	\$ 6,796	\$ 1,036	\$ 7,832	\$ 654	\$ 8,486	\$ 265	\$ 8,751	\$ 265	\$ 9,016	\$ 266	\$ 9,282	
Expenditure													
PSPL Capitation Fee		\$ -		\$ -		\$ -		\$ -	\$ 1,500	\$ 1,500		\$ 1,500	
Hall Hire	\$ 110	\$ 110	\$ 110	\$ 220	\$ 110	\$ 330	\$ 110	\$ 440	\$ 110	\$ 550	\$ 110	\$ 660	
Morning Tea Supplies	\$ 25	\$ 25	\$ 30	\$ 55	\$ 30	\$ 85	\$ 33	\$ 118	\$ 33	\$ 151	\$ 33	\$ 184	
Guest Speaker gifts	\$ 42	\$ 42	\$ 42	\$ 84	\$ 42	\$ 126	\$ 42	\$ 168	\$ 42	\$ 210	\$ 42	\$ 252	
Newsletter printing	\$ 80	\$ 80	\$ 80	\$ 160	\$ 80	\$ 240	\$ 80	\$ 320	\$ 80	\$ 400	\$ 80	\$ 480	
Postage	\$ -	\$ -		\$ -	\$ 20	\$ 20		\$ 20		\$ 20	\$ 20	\$ 40	
Raffle Prizes	\$ 75	\$ 75	\$ 75	\$ 150	\$ 100	\$ 250	\$ 75	\$ 325	\$ 75	\$ 400	\$ 100	\$ 500	
Member badges	\$ 15	\$ 15	\$ 15	\$ 30	\$ 17	\$ 47	\$ 17	\$ 64	\$ 17	\$ 81	\$ 17	\$ 98	
Stationary /Photo Copying	\$ -	\$ -	\$ 65	\$ 65	\$ -	\$ 65	\$ -	\$ 65	\$ 80	\$ 145	\$ 120	\$ 265	
Fair Trading	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90	\$ 90	
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Club Honour Board	\$ -	\$ -	\$ -	\$ -	\$ 70	\$ 70	\$ -	\$ 70	\$ -	\$ 70	\$ 25	\$ 95	
Chain Of Office engraving	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	
Post office Box Hire	\$ -	\$ -	\$ -	\$ -	\$ 130	\$ 130	\$ -	\$ 130	\$ -	\$ 130	\$ -	\$ 130	
Active Retiree Magazine	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 25	\$ 25	\$ 50	\$ 25	\$ 75	\$ 25	\$ 100	
EFTPOS Fee	\$ 119	\$ 119	\$ 14	\$ 133	\$ 7	\$ 140	\$ -	\$ 140	\$ -	\$ 140	\$ -	\$ 140	
Sundry Expenses	\$ 20	\$ 20	\$ 30	\$ 50	\$ 30	\$ 80	\$ 30	\$ 110	\$ 30	\$ 140	\$ 30	\$ 170	
TOTAL EXPENDITURE	\$ 486	\$ 486	\$ 461	\$ 947	\$ 761	\$ 1,708	\$ 412	\$ 2,120	\$ 1,992	\$ 4,112	\$ 692	\$ 4,804	
Monthly Excess Inc./Expend.)	\$ 6,310	\$ 6,310	\$ 575	\$ 6,885	\$ (107)	\$ 6,778	\$ (147)	\$ 6,631	\$ (1,727)	\$ 4,904	\$ (426)	\$ 4,478	
Free Cash Bal. O/H	\$ 12,240	\$ 12,240	\$ 12,815	\$ 12,815	\$ 12,708	\$ 12,708	\$ 12,561	\$ 12,561	\$ 10,834	\$ 10,834	\$ 10,408	\$ 10,408	

	D	L	U	E	F	U	M	F	J	K	L	M	N
PROBUS HUNTERS HILL -2019 ACTUAL													
	Jan-19	1 Mnth.YTD	Feb-19	2MthsYTD	Mar-19	3MnthsYTD	Apr-19	4MnthsYTD	May-19	5MnthsYTD	Jun-19	6MnthsYTD	
Cash on Hand as at 1/1/19		\$ 2,064.52	\$ 6,930.47	\$ 2,064.52	\$ 7,057.98	\$ 2,064.52	\$ 7,130.16	\$ 2,064.52	\$ 7,467.27	\$ 2,064.52	\$ 10,804.96	\$ 2,064.52	
<b>Income</b>													
Membership Fees	\$ 2,885.00	\$ 2,885.00	\$ 985.00	\$ 3,870.00	\$ 210.00	\$ 4,080.00	\$ 120.00	\$ 4,200.00	\$ 185.00	\$ 4,385.00	\$ 25.00	\$ 4,410.00	
Raffle	\$ 236.00	\$ 236.00	\$ 250.00	\$ 486.00	\$ 229.50	\$ 715.50	\$ 255.00	\$ 970.50	\$ 309.00	\$ 1,279.50	\$ 272.20	\$ 1,551.70	
Interest Received	\$ 0.05	\$ 0.05	\$ 0.11	\$ 0.16	\$ 0.06	\$ 0.22	\$ 0.06	\$ 0.28	\$ 0.06	\$ 0.34	\$ 0.09	\$ 0.43	
Donations		\$ -	\$ 80.00	\$ 80.00		\$ 80.00		\$ 80.00		\$ 80.00		\$ 80.00	
Badge Fines	\$ 8.00	\$ 8.00	\$ 23.50	\$ 31.50		\$ 31.50		\$ 31.50		\$ 31.50		\$ 31.50	
Activities Extra	\$ 40.00	\$ 40.00	\$ 756.00	\$ 796.00	\$ (60.00)	\$ 736.00	\$ (2.00)	\$ 734.00	\$ 180.00	\$ 914.00	\$ 660.00	\$ 1,574.00	
Sundry		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>TOTAL INCOME</b>	<b>\$ 3,169.05</b>	<b>\$ 3,169.05</b>	<b>\$ 2,094.61</b>	<b>\$ 5,263.66</b>	<b>\$ 379.56</b>	<b>\$ 5,643.22</b>	<b>\$ 373.06</b>	<b>\$ 6,016.28</b>	<b>\$ 674.06</b>	<b>\$ 6,690.34</b>	<b>\$ 957.29</b>	<b>\$ 7,647.63</b>	
<b>Expenditure</b>													
PSPL Capitation Fee		\$ -		\$ -		\$ -		\$ -	\$ 1,514.00	\$ 1,514.00		\$ 1,514.00	
Hall Hire	\$ 100.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 400.00	\$ 100.00	\$ 500.00	\$ 100.00	\$ 600.00	
Morning Tea Supplies	\$ 45.60	\$ 45.60	\$ 22.85	\$ 68.45	\$ 27.50	\$ 95.95	\$ 34.50	\$ 130.45		\$ 130.45	\$ 27.20	\$ 157.65	
Guest Speaker gifts	\$ 30.00	\$ 30.00	\$ 30.00	\$ 60.00	\$ -	\$ 60.00	\$ 30.00	\$ 90.00		\$ 90.00	\$ 60.00	\$ 150.00	
Newsletter printing	\$ 107.00	\$ 107.00	\$ 78.44	\$ 185.44	\$ 78.25	\$ 263.69	\$ 78.25	\$ 341.94	\$ 78.25	\$ 420.19	\$ 78.25	\$ 498.44	
Postage	\$ 20.00	\$ 20.00		\$ 20.00	\$ 130.00	\$ 150.00		\$ 150.00		\$ 150.00		\$ 150.00	
Raffle Prizes	\$ 150.00	\$ 150.00	\$ 77.60	\$ 227.60	\$ 78.20	\$ 305.80	\$ 78.20	\$ 384.00	\$ 74.90	\$ 458.90	\$ 78.20	\$ 537.10	
Member badges	\$ 10.50	\$ 10.50		\$ 10.50	\$ 113.43	\$ 123.93		\$ 123.93	\$ 27.00	\$ 150.93		\$ 150.93	
Stationary/Photo Copying		\$ -	\$ 51.00	\$ 51.00		\$ 51.00		\$ 51.00	\$ 61.22	\$ 112.22	\$ 133.68	\$ 245.90	
Dep. Fair Trading		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 74.00	\$ 74.00	
Insurance		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Club Honour Board		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Chain Of Office engraving		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Post office Box Hire		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Active Retiree Magazine		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Tyro Merchant Fee		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Sundry Expenses		\$ -	\$ 22.21	\$ 22.21	\$ 200.00	\$ 222.21		\$ 222.21	\$ 91.00	\$ 313.21		\$ 313.21	
		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
<b>TOTAL EXPENDITURE</b>	<b>\$ 463.10</b>	<b>\$ 463.10</b>	<b>\$ 382.10</b>	<b>\$ 845.20</b>	<b>\$ 727.38</b>	<b>\$ 1,572.58</b>	<b>\$ 320.95</b>	<b>\$ 1,893.53</b>	<b>\$ 1,946.37</b>	<b>\$ 3,839.90</b>	<b>\$ 551.33</b>	<b>\$ 4,391.23</b>	
<b>Monthly Excess Inc./Expend.)</b>	<b>\$ 2,705.95</b>	<b>\$ 2,705.95</b>	<b>\$ 1,712.51</b>	<b>\$ 4,418.46</b>	<b>\$ (347.82)</b>	<b>\$ 4,070.64</b>	<b>\$ 52.11</b>	<b>\$ 4,122.75</b>	<b>\$ (1,272.31)</b>	<b>\$ 2,850.44</b>	<b>\$ 405.96</b>	<b>\$ 3,256.40</b>	
<b>Free Cash Bal. O/H</b>	<b>\$ 2,705.95</b>	<b>\$ 4,770.47</b>	<b>\$ 8,642.98</b>	<b>\$ 6,482.98</b>	<b>\$ 6,710.16</b>	<b>\$ 6,135.16</b>	<b>\$ 7,182.27</b>	<b>\$ 6,187.27</b>	<b>\$ 6,194.96</b>	<b>\$ 4,914.96</b>	<b>\$ 11,210.92</b>	<b>\$ 5,320.92</b>	
<b>FUNCTION</b>													
Melbourne	\$ (26,964.00)	\$ (26,964.00)		\$ (26,964.00)		\$ (26,964.00)		\$ (26,964.00)		\$ (26,964.00)		\$ (26,964.00)	
Melbourne	\$ 26,944.00	\$ 26,944.00		\$ 26,944.00		\$ 26,944.00		\$ 26,944.00		\$ 26,944.00		\$ 26,944.00	
<b>LOSS MELBOURNE</b>	<b>\$ 20.00</b>	<b>\$ 20.00</b>		<b>\$ 20.00</b>		<b>\$ 20.00</b>		<b>\$ 20.00</b>		<b>\$ 20.00</b>		<b>\$ 20.00</b>	
Birthday Dinner	\$ 2,160.00	\$ 2,160.00	\$ 2,226.00	\$ 4,386.00		\$ 4,386.00		\$ 4,386.00		\$ 4,386.00		\$ 4,386.00	
Birthday Dinner		\$ -	\$ (3,630.00)	\$ (3,630.00)		\$ (3,630.00)		\$ (3,630.00)		\$ (3,630.00)		\$ (3,630.00)	
<b>SURPLUS BIRTHDAY DINNER</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (756.00)</b>	<b>\$ (756.00)</b>		<b>\$ (756.00)</b>		<b>\$ (756.00)</b>		<b>\$ (756.00)</b>		<b>\$ (756.00)</b>	

PROBUS HUNTERS HILL -2020 ACTUAL												
	Jan-19	1 Mnth.YTD	Feb-19	2MthsYTD	Mar-19	3MnthsYTD	Apr-19	4MnthsYTD	May-19	5MnthsYTD	Jun-19	6MnthsYTD
Cash on Hand as at 1/1/19		\$ 5,929.60	\$ 11,087.61	\$ 5,929.60	\$ 15,269.73	\$ 5,929.60	\$ 11,891.59	\$ 5,929.60	\$ 11,891.59	\$ 5,929.60	\$ 11,891.59	\$ 5,929.60
Income												
Membership Fees	\$ 4,490.00	\$ 4,490.00	\$ 880.00	\$ 5,370.00	\$ 640.00	\$ 6,010.00		\$ 6,010.00		\$ 6,010.00		\$ 6,010.00
Raffle	\$ 321.00	\$ 321.00	\$ 233.00	\$ 554.00	\$ 195.20	\$ 749.20		\$ 749.20		\$ 749.20		\$ 749.20
Interest Received		\$ -	\$ 0.09	\$ 0.09	\$ 0.11	\$ 0.20		\$ 0.20		\$ 0.20		\$ 0.20
Donations		\$ -		\$ -	\$ -	\$ -		\$ -		\$ -		\$ -
Badge Fines		\$ -		\$ -	\$ -	\$ -		\$ -		\$ -		\$ -
Activities Extra	\$ 960.00	\$ 960.00		\$ 960.00	\$ (90.00)	\$ 870.00		\$ 870.00		\$ 870.00		\$ 870.00
Sundry		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
TOTAL INCOME	\$ 5,771.00	\$ 5,771.00	\$ 1,113.09	\$ 6,884.09	\$ 745.31	\$ 7,629.40	\$ -	\$ 7,629.40	\$ -	\$ 7,629.40	\$ -	\$ 7,629.40
Expenditure												
PSPL Capitation Fee	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		\$ -		\$ -
Hall Hire	\$ 300.00	\$ 300.00		\$ 300.00	\$ 150.00	\$ 450.00		\$ 450.00		\$ 450.00		\$ 450.00
Morning Tea Supplies	\$ -	\$ -	\$ 28.00	\$ 28.00	\$ -	\$ 28.00		\$ 28.00		\$ 28.00		\$ 28.00
Guest Speaker gifts	\$ 30.00	\$ 30.00	\$ 30.00	\$ 60.00	\$ -	\$ 60.00		\$ 60.00		\$ 60.00		\$ 60.00
Newsletter printing	\$ 78.25	\$ 78.25	\$ 78.25	\$ 156.50	\$ -	\$ 156.50		\$ 156.50		\$ 156.50		\$ 156.50
Postage	\$ 20.00	\$ 20.00		\$ 20.00	\$ -	\$ 20.00		\$ 20.00		\$ 20.00		\$ 20.00
Raffle Prizes	\$ 75.00	\$ 75.00	\$ 75.00	\$ 150.00	\$ 78.00	\$ 228.00		\$ 228.00		\$ 228.00		\$ 228.00
Member badges	\$ 10.00	\$ 10.00		\$ 10.00	\$ 28.50	\$ 38.50		\$ 38.50		\$ 38.50		\$ 38.50
Stationary/Photo Copying	\$ 54.58	\$ 54.58		\$ 54.58	\$ 175.48	\$ 230.06		\$ 230.06		\$ 230.06		\$ 230.06
Dep. Fair Trading	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		\$ -		\$ -
Insurance	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		\$ -		\$ -
Club Honour Board	\$ -	\$ -		\$ -	\$ 105.00	\$ 105.00		\$ 105.00		\$ 105.00		\$ 105.00
Chain Of Office engraving	\$ -	\$ -		\$ -	\$ 25.00	\$ 25.00		\$ 25.00		\$ 25.00		\$ 25.00
Post office Box Hire	\$ -	\$ -		\$ -	\$ 139.00	\$ 139.00		\$ 139.00		\$ 139.00		\$ 139.00
Active Retiree Magazine	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -		\$ -		\$ -
Tyro Merchant Fee	\$ 0.18	\$ 0.18	\$ 99.72	\$ 99.90	\$ 33.47	\$ 133.37		\$ 133.37		\$ 133.37		\$ 133.37
Sundry Expenses	\$ 44.98	\$ 44.98		\$ 44.98	\$ 9.00	\$ 53.98		\$ 53.98		\$ 53.98		\$ 53.98
		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
				\$ -		\$ -						
TOTAL EXPENDITURE	\$ 612.99	\$ 612.99	\$ 310.97	\$ 923.96	\$ 743.45	\$ 1,667.41	\$ -	\$ 1,667.41	\$ -	\$ 1,667.41	\$ -	\$ 1,667.41
Monthly Excess Inc./Expend.)	\$ 5,158.01	\$ 5,158.01	\$ 802.12	\$ 5,960.13	\$ 1.86	\$ 5,961.99	\$ -	\$ 5,961.99	\$ -	\$ 5,961.99	\$ -	\$ 5,961.99
Free Cash Bal. O/H	\$ 5,158.01	\$11,087.61	\$11,889.73	\$11,889.73	\$15,271.59	\$11,891.59	\$11,891.59	\$11,891.59	\$11,891.59	\$11,891.59	\$11,891.59	\$11,891.59
FUNCTION												
44th Birthday -Rec	\$ 2,790.00	\$ 2,790.00		\$ 2,790.00	\$ (90.00)	\$ 2,700.00		\$ 2,700.00		\$ 2,700.00		\$ 2,700.00
- Paid	\$ (1,830.00)	\$ (1,830.00)		\$ (1,830.00)	\$ 90.00	\$ (1,740.00)		\$ (1,740.00)		\$ (1,740.00)		\$ (1,740.00)
(SURPLUS)/Deficit	\$ (960.00)	\$ (960.00)		\$ (960.00)	\$ -	\$ (960.00)		\$ (960.00)		\$ (960.00)		\$ (960.00)
Good Old Days -Rec.		\$ -	\$ 180.00	\$ 180.00	\$ 180.00	\$ 360.00		\$ 360.00		\$ 360.00		\$ 360.00
- Paid		\$ -		\$ -	\$ (360.00)	\$ (360.00)		\$ (360.00)		\$ (360.00)		\$ (360.00)
(SURPLUS)/Deficit		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Trip To Harrington- Rec		\$ -	\$ 3,200.00	\$ 3,200.00	\$ 34,240.00	\$ 37,440.00		\$ 37,440.00		\$ 37,440.00		\$ 37,440.00