



YEAR

# RSL DAY CLUB

(Name of Club)

(Location)

## STATEMENT OF INCOME AND EXPENDITURE

1ST JANUARY - 31 DECEMBER

(See reverse to assist in allocation of income & expenses)

### INCOME

	\$
1 MEMBERS CONTRIBUTIONS	.....
2 FUNDRAISING	.....
3 DONATIONS	.....
4 OTHER	.....
5 TOTAL INCOME:	0

### EXPENDITURE

6 HIRE OF VENUE	.....
7 TRANSPORT COSTS	.....
8 CATERING	.....
9 ENTERTAINMENT & OUTINGS	.....
10 PURCHASES FOR RAFFLES/GOODS TABLES	.....
11 BIRTHDAY AND CHRISTMAS PARTIES	.....
12 MEMBERS GIFTS	.....
13 ADMINISTRATION	.....
14 VOLUNTEER APPRECIATION	.....
15 OTHER	.....
16 TOTAL EXPENDITURE:	0
17 SURPLUS/(DEFICIT)	0

### BALANCE SHEET AS AT 31ST DECEMBER

	\$
18 BALANCE OF FUNDS AT 1ST JANUARY.....	.....
19 PLUS NET SURPLUS/(DEFICIT)	.....

REPRESENTED BY:

### CURRENT ASSETS

20 TERM DEPOSITS/INVESTMENTS	.....
21 ACCRUED INTEREST	.....
22 CASH AT BANK	.....
23 CASH ON HAND (PETTY CASH)	.....
24 TOTAL CURRENT ASSETS	0

### NON-CURRENT ASSETS

25 FURNITURE & EQUIPMENT - at cost	.....
26 TOTAL NON-CURRENT ASSETS	.....
27 NET ASSETS	#VALUE!

Signed:.....RSL Day Club Administrator

Date:.....

Signed:.....RSL Day Club Coordinator

Date:.....

**LEGEND TO ASSIST IN ALLOCATING OF INCOME & EXPENSE ITEMS**

<b><u>Income Description</u></b>	<b><u>Area</u></b>	<b><u>Notes</u></b>
Member Contribution	1	Door contribution and transport contribution
Fund Raising	2	Income from sales of raffle tickets, trading table, community barbecues, fetes
Donations	3	Income donated from outside sources
Other	4	Income from source not covered above, GST refund, bank interest etc

<b><u>Expense Description</u></b>	<b><u>Area</u></b>	
Venue Hire	6	Rent paid for meeting venue
Transport Costs	7	Weekly bus hire, fuel reimbursement, outings
Catering	8	Weekly catering, special event catering, outings, utilities, catering products
Fund Raising	9	Raffle, trading table supplies
Entertainment	10	Guest speakers, entertainment - weekly & special events
Administration	11	Phone, postage, stationery, photocopying, cards, audit fees, mobile phone
Equipment & Resources	12	Furniture, games, decorations, program equipment, computer, prizes etc
Members Gifts	13	Mothers/Fathers Day, Christmas, birthdays, funerals
Volunteer Appreciation	14	Volunteer events, gifts for volunteers
Other	15	One off expenses, Coordinators Conference
	5	Total of all Income
	16	Total of all expenses
	17	The difference between income and expenses for the year
	18	Balance of funds from previous year
	19	The balance of what the club has in cash
	20	Some clubs may have small term deposits
	21	Accrued Interest is that not yet allocated by bank for term deposit
	22	Usual club bank account
	23	Cash in the petty cash tin
	24	Total of 20 to 23
	25	Cost value of equipment & furniture
	26	Self explanatory
	27	25 + 26 Total value of the clubs cash and fixed assets