Appendix (iii): Single activity cash record sheet- to be completed by the volunteers running the activity/event

Cash record sheet

Event / activity name: _____ **Date:** _____

Volunteer(s) name(s): _____

_____

Cash at start of day/event:
(count actual cash & write this down)

(A) £ _____ Counted by: _____
(print name)

Cash at end of day/event:
(count actual cash & write this down)

(B) £ _____ Counted by: _____
(print name)

Cash spent on the day (expenditure), if applicable:	
e.g. food / refreshments Description Provide receipts where possible	
	Amount spent

TOTAL (C) _____

How much money did we take?		
Cash held at the end of the event (B)		**£**
Minus Float at start (A)	**-**	**£**
Plus expenses (C)	**+**	**£**
Equals takings (D)	**=**	**£**