## Appendix (ii): Summary of cash sheet for event with more than one stall/activity – to be completed by the organiser/treasurer

### Summary of CASH

**Event name:**

Date: __________

Copy over figures (b) (c) and (d) from the individual stall/activity sheets

<table>
<thead>
<tr>
<th>Stall/Activity</th>
<th>Sheet No.</th>
<th>Float given to stall/activity at start (b)</th>
<th>Cash held by the stall/activity at the end of the event (c)</th>
<th>Expenses paid out by stall/activity (d)</th>
</tr>
</thead>
</table>

**TOTALS**

<table>
<thead>
<tr>
<th></th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
</tr>
</thead>
</table>

**Total cash held at start of event (A)**

(i.e cash held by the event organiser/treasurer before any floats are given out)

£ __________

Use figures (A) (B) (C) and (D) from this sheet in the boxes below.

**How much cash should we have at the end of the event?**

- Cash held at start (A): £ __________
- Minus floats given to stalls (B): - £ __________
- Plus total cash collected from stalls (C): + £ __________
- **Equals cash held at end of event (E):** = £ __________

**What was our gross income (takeings before costs were taken out)?**

- Cash held at the end of the event (C): £ __________
- Minus floats given to stalls (B): - £ __________
- Plus expenses (D): + £ __________
- **Equals gross income at the event (i):** = £ __________

**How much did we spend on the day?**

- **Total expenses = (D):** £ __________

At the end of the event, enter figure for gross income (i) and expenditure (D) into your account book.