

# Summary of CASH

Event name:

Date:

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

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

<b>Total cash held at start of event (A)</b> <small>(ie cash held by the event organiser/treasurer before any floats are given out)</small>	<b>£</b>
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Use figures (A) (B) (C) and (D) from this sheet in the boxes below

<b>How much cash should we have at the end of the event?</b>	
Cash held at start (A)	£
Minus floats given to stalls (B)	- £
Plus total cash collected from stalls (C)	+ £
<b>Equals cash held at end of event (E)</b>	<b>= £</b>

<b>What was our gross income (takings before costs were taken out)?</b>	
Cash held at the end of the event (C)	£
Minus floats given to stalls (B)	- £
Plus expenses (D)	+ £
<b>Equals gross income at the event (i)</b>	<b>= £</b>

<b>How much did we spend on the day?</b>	
<b>Total expenses = (D)</b>	<b>£</b>

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