



## Income Record Sheet Toddler Group

Please note to comply with Charity Accounting Procedures (SORP 2000) **all** income **must** be recorded on this sheet and banked. You **must not** use income from charges, sales or donations to purchase items. Any expenditure **must** be reclaimed either through the petty cash system or via cheque. Please pass the completed sheet along with cash to Caroline Tinkler. This **must** be given to Caroline at least every four weeks or when the amount of cash reaches £100.

<b>Date/No. Attending</b>	<b>Income Source</b>	<b>Amount</b>
	Attendance Donation	
	Sales	
	Fundraising	
	Other (specify)	
	Attendance Donation	
	Sales	
	Fundraising	
	Other (specify)	
	Attendance Donation	
	Sales	
	Fundraising	
	Other (specify)	
	Attendance Donation	
	Sales	
	Fundraising	
	Other (specify)	
	<b>TOTAL</b>	
	Amount Banked	