



Income Record Sheet Youth Club

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.

Date/No. Attending	Income Source	Amount (£)
	Charges	
	Sales	
	Fundraising	
	Other (specify)	
	Charges	
	Sales	
	Fundraising	
	Other (specify)	
	Charges	
	Sales	
	Fundraising	
	Other (specify)	
	Charges	
	Sales	
	Fundraising	
	Other (specify)	
	TOTAL	
	Amount Banked	