Event	Date

DATE	ITEM	CREDIT	DEBIT	BANKED
	TOTAL			

In line with The Scout Association guidelines, "all monies should be paid into the Group's bank account on receipt". Therefore please ensure that all cash and cheques received in relation to the above event are entered on to this form on receipt and banked as soon as possible afterwards. This form should then be submitted to the Treasurer within two weeks of completion of the event. Thank you.