



PAYMENT COLLECTION RECORD

1. This record must be used to record information about monies collected, excluding Membership payments, on behalf of the Burley Griffin Canoe Club Inc by officers and members.
2. This record identifies the date and purpose of the collection and details of the monies collected.
3. A separate record must be used for each day on which a collection occurs, even if the purpose is the same.
4. A separate record must be used for each purpose for which a collection occurs, even if collected on the same day.
5. The completed record and the associated monies collected must be presented to the Treasurer within 3 days of the collection being made.
6. Collected monies can only be accepted by the Treasurer when accompanied by a completed Payment Collection Record.

DATE OF COLLECTION:	PURPOSE OF COLLECTION

COLLECTION DETAILS			
		Sub-totals	Totals
Cash:	Notes	\$100 x= \$50 x= \$20 x= \$10 x= \$5 x =	
	Coins	\$2 x= \$1 x= 50c x= 20c x= 10c x= 5c x =	
Cheques:	Number Collected		\$.
	Combined value =		\$.
Total Amount Collected			\$.

INDIVIDUALS INVOLVED	Name (Please print)	Signature
Collected by:		
Counted by:		

By signing in the above table the individual certifies that the task was carried out correctly and that the information on this form is a true and correct record of the collection made.

TREASURER RECEIPT	Name (Please print)	Signature
Presented by:		
Treasurer:		
Date Funds Received:	Amount:	\$