Name …………………………………………………………………….. Official position ……………………………………………………………

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Item description | Have a receipt (Y/N) | $ Amount |
|  |  |  | $  |
|  |  |  | $  |
|  |  |  | $  |
|  |  |  | $  |
|  |  |  | $  |
|  |  |  | $  |
|  |  |  | $  |
|  | Has this account been paid? Yes / No | TOTAL | $  |
| Account to deposit funds into: | Minus any advance | -$ |
| BSB: Account No:  | On hand | $  |

Notes: