

CLUB PERIOD	March 21 2017	to	March 20 2018				
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BANK RECONCILIATION

			\$
Opening cash book balance (from your last audit report)	March 21 2017		0
Add:	Total Income (from income journal)		6,452.52
Less:	Total Expenditure (from expenditure journal)		4,818.12
Closing Cash book balance			1,634.40
Closing Bank Balance	30/05/17		1634.4
Less: Unpresented cheques			
Add: Uncleared deposits			-
Closing Cash book balance			1,634.40
<i>Difference</i>			- 0.00

List Below
List Below

if there is a difference here please analyse it below:

Common reasons for differences:

Have you included bank charges in your income/expenditure journal? They should be included.
 Have some cheques cleared the bank this financial year which were written last year? Please list below.
 Have you estimated some expenses in your expenditure journal because you were not sure of the exact amount paid? List these items below.

Unpresented Cheques

Cheque Number	Payee	Date	\$

Total				-

Outstanding deposits

Date	Received from			\$
				-
				-
Total				-

Outstanding Reimbursements

Date Received	Received from	Due Date		\$
Total				-

CLUB	Sydney Burners		
PERIOD	21/03/2017	to	3/04/2017
Income & Expenditure Account			
Event	Burner Family Affair		
Date of event	March 18 2017		
Income		\$ 6,452.52	
Ticket Sales		5,450.00	
Donations		2.52	
Deposit returned		1,000.00	
Total Income		6,452.52	
Expenditure			
Bank Fees		3.00	
Event Catering		1,092.96	
Beverages		-	
Event activities		184.24	
Event decorations		130.40	
AV & Lighting		180.00	
Event infrastructure		709.50	
Workshop Supplies		-	
Deliveries & Transport		320.00	
IT, data & phone		20.00	
Ticketing costs		188.96	
Insurance		289.06	
Advertising		-	
Venue deposit		1,000.00	
Venue Hire		-	
Security		700.00	
Total Expenditure		4,818.12	
Increase/Decrease in Cash		1,634.40	

** Note: Faculty and Colleges show Faculty and Non-Faculty member; or College and Non-College member

Who should the Auditors contact?

(i.e. who was responsible for the preparation of the accounts?)

Name	Position	Telephone & Email

Date of submission: