

# Attendance Record Summary Sheet

Meet at \_\_\_\_\_

Date \_\_\_\_\_

**Income**                      **Stewards** \_\_\_\_\_

Sheet Number	Number of Nights	Number of Adults	Donations	Total Cash/Cheques
1				
2				
3				
			<b>SUBTOTAL</b>	
Visitors				
Raffle				
Donations				
			<b>TOTAL</b>	

## Expenses (if paid)

Site Fees - Total unit Nights                      X Fee	
Hall Fee	
Catering	
Other	
<b>Total Expenses</b>	

**Please enclose all bills  
and Receipts**

## Summary

Total Income	
Less Expenses	
<b>Total to be Banked</b>	