The Camping and Caravanning Club

Greenfields liouse, Westwood Way, Coventry CV4 8JH

Green Paper Number:	***3.12***
Subject:	**Meet Attendance Sheet**
To:	**As listed below**
From:	**Director of Operations**
Direct Line No:	**024 7647 5020**

Please find attached a Meet Attendance Sheet **which** has been approved for use by the Club's Exempted Camping Committee and the Club's Honorary **Treasurer**.

It is recommended that Club units use this sheet for recording and accounting purposes at Club Meets,

An electronic version of the form is available by contacting the Club's Exempted Camping Department on **0247647** 5190

March 2006

To National Councillors ✓

To Region Secretaries ✓

To Section National Secretaries ✓

To District Association Secretaries ✓

The Camping and Caravanning Club

The friendly Club

Meet Attendance Sheet

Club Unit: _____

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Venue	Date	Steward

Fees:

No.	Unit e.g. Adult	Fee	
1		£ .	Per night / WE
2		£ .	Per night / WE
3		£ .	Per night / WE
4		£ .	Per night / WE

Unit Types*	
C	Caravan
M	Motor Hom
T	Tent
TT	Trailer Ten

Attendance Record:

No.	Member Name	Membership No.	DA or Section	Vehicle Reg. No.	*Unit Type	No. Ad	No. Ch	No. Yth	No. Nts	Fee Collecte
1										£ .
2										£ .
3										£ .
4										£ .
5										£ .
6										£ .
7										£ .
8										£ .
9										£ .
10										£ .
11										£ .
12										£ .
13										£ .
14										£ .
15										£ .
16										£ .
17										£ .
18										£ .
19										£ .
20										£ .
21										£ .
22										£ .
23										£ .
24										£ .
25										£ .
26										£ .
27										£ .
28										£ .
29										£ .
30										£ .
			TOTALS							£ .

Income & Expenditure Acount

	£	£
Income		
Site fees		.....
Raffle		.....
Other		_____
Total Income		
Expenditure		
Site Fees paid to landowner	.....	
Expenses	.....	
Other	_____	
Total Expenditure		_____
Amount to be banked		
(Income Less Expenditure)		==========

Payments made to a landowner, who is VAT registered, should be supported by a VAT invoice (issu by the landowner).If the amount paid is for £250 or less (including VAT)a less detailed VAT invoice acceptable.

If the landowner is not VAT registered, written receipt of site fees should still be obtained.

Any surplus cash should be banked by the Meet Steward / unit Treasurer.

Attach any supporting paperwork, including VAT Invoices, to this sheet.

This sheet should be retained by the unit Treasurer for accounting purposes.

If this sheet is not large enough to list all the members that attend the Meet, please attach a separate li