

# The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

**Green Paper Number:** 3.12 (version 2) *please remove version 1*

**Subject:** Meet Attendance Sheet

**To:** Region, Section, DA & Section Area Secretaries

**From:** Membership Services Director

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 from the *Downloads Area* of the Exempted Camping Database or by contacting the Club's Exempted Camping Department on 024 7647 5198 or via email: [exemptions@thefriendlyclub.co.uk](mailto:exemptions@thefriendlyclub.co.uk).

**June 2014**

**Copied to:**

<b>To National Councillors</b>	<input checked="" type="checkbox"/>
<b>To Region Secretaries</b>	<input type="checkbox"/>
<b>To Section National Secretaries</b>	<input type="checkbox"/>
<b>To District Association Secretaries</b>	<input type="checkbox"/>
<b>To Section Area Secretaries</b>	<input type="checkbox"/>



# Meet Attendance Sheet

Club Unit: \_\_\_\_\_



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 Home
T	Tent
TT	Trailer Tent

## Attendance Record:

No.	Member Name	Membership No.	DA or Section	Vehicle Reg. No.	*Unit Type	No. Ad	No. Ch	No. Yth	No. Nts	Fee Collected
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										£ .
<b>TOTALS/C'FWD TOTAL</b>										£ .

# Meet Attendance Sheet

Club Unit: \_\_\_\_\_

## Continuation Attendance Record:

No.	Member Name	Membership No.	DA or Section	Vehicle Reg. No.	*Unit Type	No. Ad	No. Ch	No. Yth	No. Nts	Fee Collected
1	<b>B'fwd total</b>									£ .
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										£ .
<b>TOTALS</b>										£ .

## Income & Expenditure Account

	£	£
<b><u>Income</u></b>		
Site fees		.....
Raffle		.....
Other		_____
Total Income		_____
 <b><u>Expenditure</u></b>		
Site Fees paid to landowner	.....	
Expenses	.....	
Other	_____	
Total Expenditure		_____
Amount to be banked		_____
<i>(Income Less Expenditure)</i>		=====

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