

Group Name:

Co-Ordinator

Float:

Balance Bought Forward from last report (includes group Float) B/F			
<b>Monies Collected for Group Meetings</b>			
Date	Description	Amount	
		Sub-total A	
<b>Any other monies collected; e.g. Memberships, No-Shows, Galle Fund</b>			
		Sub-total B	
Total money collected A+B = C			
<b>Monies Paid Out for regular group meetings: facility, catering, supplies</b>			
		Sub-total D	
<b>Other monies paid out: printers, supplies, Treasurer</b>			
		Sub-total E	
Total money paid out D+E = F			
Total Funds Held B/F + C - F			

Please attach any receipts/membership forms.

You can use the space below to indicate any No-Shows due, any monies owed, or any other notes that you want put in the file.

## Draft Cash Form

Dear Coordinators

This form is being designed to help AD Mums coordinators keep track of the monies that they are holding on behalf of Abu Dhabi Mums Group. It will also help the Treasurer to make a proper accounting to the AD Mums committee of the funds that are being held.

In the past and at the moment there are no hard and fast rules about handing in monies to the committee. AD Mums has grown over the past few years and there are a lot of groups meeting on a regular basis. As such there are a lot of coordinators collecting and paying out money. The AGM will be held this month and it would be nice to introduce a form for reporting and handing over money over and above the float that each coordinator usually holds. This will help us track how much money we have in our fund, what membership monies have been collected and where membership money is being spent.

Please take a look at the form and the instructions, (bear in mind that I have only ever looked after Bouncy Castle!). Does this form meet your requirements as a coordinator? Would you be able to use all of the boxes provided? Are there any extra boxes you need, would like, or think should be on the form? What would you change? The form will only work if it can be filled in and be used by everyone. I have tried to allow for a whole months income and expenses so that the form can be filled in monthly and handed in with receipts and excess cash at a committee meeting.

Your input is needed to make this work. Please let me know by e-mail and I will try to amend the form in time for the AGM on Feb 7<sup>th</sup>.

Jo Harvey