CIVIL SERVICE CANOE CLUB: trip to on 2006 (Form to be returned, with money collected, to Alex Skinner, HM Treasury, 1 Horseguards Road, London, SW1A 2HQ)

Name *(list everyone who paddled)*	Member? (Y/N)	No. days paddling	Club boat use (£)	Temp. M'ship (£)	Access fees (£)	Other costs charged (£)	**Sub-total due (£)**	Less deposits/ expenses (£)	**Total due (£)**	**Total collected (£)**	**Total outstanding (£)**	***Debtor's initials***	**Other money collected**	
													What paid for?	**(£)**
Totals														

Please give details (below) of any deposits, river access fee prepayments or other organisers' expenses paid. Any such bills which have not been reimbursed by the Club prior to the trip should be shown above (as "expenses paid" against the individual's name), and offset against income collected.

Accommodation used (please give details as far as possible inc. name/address/phone and other useful comments):

This form should be completed, for attendance, for every club trip, even if no money is due. It should only be used to record income and expenditure collected or due on behalf of the Club. Payments direct to B&Bs, campsites etc are not the concern of the Club but deposits paid (whether reimbursed by the Club prior to the trip, or not) should be accounted for above. If need be, continue (and total) on a further page.

Is anyone doing a write-up/pictures? Who?

NAME (Person in charge) ……Signed ..... Date.....

Rev 20.04.06