



Accounts Receivable Form

The Gilbert & Sullivan Society of Victoria Inc.

ABN 82 367 025 584

Note:

- Amounts must be clearly separated between activities (ie specific show, country trip, etc)
- Detailed reconciliation information must be attached where necessary, for example
 - Where deposit and hire fees are included – eg score hire
 - Where a net amount is being paid (ie both money and payment claims are involved)
- Cash/cheque breakdown section needs to be completed
- If any payments are involved an Accounts Payable form, tax invoice(s) or receipt(s) is required
- Contact Treasurer if you have any questions (9836 0037, 0410 290 683)

Name of person making payment:	
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DETAILS

Please use 1 line per item per activity – eg: Tickets, Photos, cast fees, membership, etc

Description	Activity <i>(show/concert/etc)</i>	Amount <i>(less GST)</i>	GST	Total Amount	GST Code
Total Money Received					
Expenses deducted <i>(attach evidence)</i>					
Total Money being paid					

Additional Information/Comments:

Money Breakdown			Total \$ _____
Cheques	\$ _____ (Total)	Number: _____	
Credit Vouchers	\$ _____ (Total)	Number: _____	
Cash	\$ _____ (Total)		
	\$100 / _____	\$5 / _____	
	\$50 / _____	\$2 / _____	
	\$20 / _____	\$5 / _____	
	\$10 / _____	Coins / _____	

Office Use Only

Date received:	Breakdown correct:	Date banked