

FORM 4. LODGE MANAGEMENT - WEEKLY BALANCE SHEET

- A. At the end of the week (and more regularly if required) you will need to clear money from the telephone, washing machine and driers in conjunction with the other Wing Manager. The Pool Table will be cleared separately by others.
- B. We suggest that you settle food store accounts on the last night of your stay (see Form 3) and use money collected to pay what is owed rather than have the Hon.Treasurer send cheques for small amounts later. All members are eligible to receive their refunds as points, and members who have paid with points should be refunded with points.

WEEK ENDING:

LODGE WING: East West

1. Money cleared from telephone:

Date cleared: (1):.....

2. Money cleared from Washing Machine and Dryers:

Date cleared Washing Machine: Amount:.....

Date cleared Dryers (2): Amount:.....

Total Laundry (2):.....

3. Money received to settle food store accounts (Form 3, Column E Total):

(3):.....

4. Total Income (1) + (2) + (3)

(T):

5. Money paid to refund balance of food store deposits (Form 3, Column F Total)

(RB):

6. Amount forwarded to Treasure

(T) minus (RB):

WING LODGE CAPTAIN (Name):

SIGNATURE:

Please transfer money to the Elouera bank account BSB 062 177 Account 1028 5239 reference (_ _ _ balance) (year mon day balance)

➔ Please return this completed form with the originals of all foodstore docketts and remaining moneys to the ESC Bookings, PO Box 3157, Thornton, NSW 2322.