

Monthly Report to the Business Manager

To be at office by 5th of each month

Date:

Group Name:

Coordinator:

Assistant Coordinator:

Volunteer/s:

OH&S – Issues:

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Fire Drills to be completed as per calendar – attach fire drill report in month completed as per calendar, please just select N/A if not applicable that month.

Fire Drill Date: Report attached/submitted:

New participants or guests for the month:

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Activities Planned for Next Month

Please outline weekly of activities planned for the next month, remembering to advise of dates, venues, meeting points, times any extra cost to participants, any bookings that have to be made/you have made, any special considerations re transport/venues etc. This information is needed to complete out monthly newsletter.

Date	Activity	Meeting Point	Time	Cost	Bookings

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Comments:

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Balance Sheet (Week 1)		
Daily Income Total		\$
List of Expenses		\$
		\$
		\$
		\$
		\$
Balance		\$
Monthly Running Balance		\$

Balance Sheet (Week 2)		
Daily Income Total		\$
List of Expenses		\$
		\$
		\$
		\$
		\$
Balance		\$
Monthly Running Balance		\$

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Balance Sheet (Week 3)		
Daily Income Total		\$
List of Expenses		\$
		\$
		\$
		\$
		\$
Balance		\$
Monthly Running Balance		\$

Balance Sheet (Week 4)		
Daily Income Total		\$
List of Expenses		\$
		\$
		\$
		\$
		\$
Balance		\$
Monthly Running Balance		\$

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Balance Sheet (Week 5)		
Daily Income Total		\$
List of Expenses		\$
		\$
		\$
		\$
		\$
Balance		\$
Monthly Running Balance		\$

Any Additional Information re the Above:

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Signed Coordinator:

Date:

NB – Please attach the monthly attendance record/fees sheet to show which participants are up to date with fees, confirm attendance per week, cash balance, expenses etc.

At the end of each month please forward to the following:

Finance: finance@headwaygippsland.org.au

General Manager – w.matthews@headwaygippsland.org.au