

THE CARAVAN CLUB, SUFFOLK CENTRE

RALLY ACCOUNT FORM FOR 2020

NAME OF RALLY:

DATE OF RALLY:

NAME OF RALLY MARSHAL:

**I CONFIRM THIS TO BE A TRUE ACCOUNT OF ABOVE RALLY
(Rally Marshal Signature):**

INCOME COLLECTED		CASH EXPENDITURE MADE	
£		£	
1. Total collected from ralliers when site is VAT registered - See note 1 overleaf (incl VAT)		Amount paid to site / landowner in cash for site fees - see note 3 overleaf	
2. Total collected from ralliers when site is not VAT registered - See note 1 overleaf (excl VAT)		Payment for hall hire for rally	
3. Total collected for Social costs (Hall Hire, entertainment etc. (excl VAT)		For Social costs (entertainment etc)	
4. Total collected for rally sundry and rally expenses (excl VAT)		Sundries - tea, coffee etc.	
5. Administration Fees collected @ £2 per van - see note 2 overleaf		Rally Expenses: (printing, postage, telephone etc)	
6. Any deposits forfeited (excl VAT)		Other: see note 4 overleaf	
SUB TOTAL		SUB TOTAL	
Amount collected for VAT on items 2 - 6 - rate to charge is 20%		Amount to balance account - to be banked	
Any donations to rally (not fundraising)		Deposits already banked to Centre (if applicable)	
TOTAL INCOME COLLECTED		TOTAL CASH EXPENDITURE MADE	

Note 1. If your site is VAT registered put amount collected into box 1. If your site/landowner is not VAT registered, put in box 2. VAT is charged because we are providing a service. If your site is a charitable organisation the VAT is dealt with by taking the site/landowner as non VAT registered. Only if a marshal has clearly advertised in the rally programme that members are to pay the site directly either on arrival or before the rally, can this be seen to be

outside the scope of the rally account and this money does not need to be accounted for on the account form. **If this has not been clearly advertised in the published rally programme, and marshals wish members to subsequently pay directly in this manner , then the marshal will still be responsible for the collection and accounting of the required VAT from members on their rally envelope.**

Note 2. Administration Fee for 2020 increases to £2 per van.

Note 3: The amount in this box should be the monies paid in cash by the marshal to the site/landowner on behalf of the rally. If the site/landowner is being paid by the Centre on production of an invoice, this box should not be completed, the monies are to be banked and the Centre will forward a cheque on receipt of the invoice. Accounts should be with the Treasurer by 14 days after the end of the rally so marshals are requested not to wait for invoices to pay, but to forward to the Treasurer to deal with.

Note 4: This box "other" is for marshals to show expenses taken other than that for the actual rally. Marshals may claim personal expenses if they wish that they feel are reasonable and justifiable to members and the Centre.

FOR TREASURERS USE ONLY	
Income	
VAT	
Donation	
Nett	
Expenditure	
VAT	
Nett	
SURPLUS OR LOSS	
Cheque	
Cheque	
Cheque	
Cheque	
Plaque cost	
SURPLUS OR LOSS	