NORTHBRIDGE ROTARY - WEEKLY MEETING FINANCE REPORT

Meeting Date: _____

ATTENDANCE DESK (check Square payments complete)	Cost	Number	$ Amt	
MEMBERS - DINNER	$ 35.00			A
MEMBER'S PARTNERS - DINNER	$ 35.00			B
GUESTS - PAID DINNER	$ 35.00			C
CHILD - DINNER	$ 20.00			D
TOTAL DINNERS (A + B + C + D)				E
MEMBERS - NO DINNER	$ 5.00			F
TOTAL MONEY RECEIVED (E + F)				G

GUEST SPEAKER (and any other non-paying) - DINNER	$ -			H

Names of Guest Speaker (and any non-paying guests) having Dinner:

_____ _____ _____ _____

	Number	$ Amt	
TOTAL NUMBER OF DINNERS TO BE PAID FOR (E + H)			I

	Number	$ Amt	
OTHER MONEY RECEIVED (list names & amounts)			J

_____ _____ _____

_____ _____ _____

_____ _____ _____

	Number	$ Amt	
NO SHOWS MONEY RECEIVED FOR A PAST MEETING (list names)			K

_____ _____ _____ _____

		$ Amt	
TOTAL OF ALL RECEIPTS (I + J + K)			

TOTAL OF ALL PAYMENTS TO AGREE WITH SQUARE REPORT **Go to: More / Reports / Sales / 1D**

AUTHORISATION FOR DINNER PAYMENT		Number	$ Amt
TOTAL DINNERS BOOKED WITH CATERER (from Attendance)	Do		
TOTAL DINNERS CONFIRMED WITH CATERER (from Caterer)	these 3		
TOTAL DINNERS SERVED (figure 'I' above)	agree ?		
TOTAL CATERER PAYMENT			

COMMENTS:

Attendance desk preparer 1	Name:		Signed:	
Attendance desk preparer 2	Name:		Signed:	
AUTHORISATION 1 (Director)	Name:		Signed:	
AUTHORISATION 2 (Director)	Name:		Signed:	

To Process Payments:

i) Select Item eg. WM (Member)
ii) Review Sale
iii) Select Member
iv) Charge
** Check payment completes **

Square Legend:

Members - Dinner	WM (Member)
Member's Partner - Dinner	WM (Guest)
Guests - Paid Dinner	WM (Guest)
Child - Dinner	WM (Child Meal)
No Dinner	WM no meal
No show fee	WM No Show Fee