

Collating Giving – example

Fred Bloggs – claim for £215.53 net (qtr. To 05/04/08)

Source	Amount	Notes
Envelope	£17.53	Env. No 5 – last date pd 28/03/08
Standing Order	£78.00	Bank Statement - 3 x £26 – 28/01/08, 28/02/08 & 28/03/08
Flower fund	£10.00	Petty cash flower fund book – 18/03/08
Gift Day appeal	£50.00	Gift day records – appeal 03/03/08
Organ appeal	£50.00	Chq. to Treasurer 10/01/08
One off Envelope	£10.00	23/03/08
	£215.53	Total claim 07/08 (1/1/08-5/4/08)