

## ADR RIDE ACCOUNTS

**Ride**

**Date**

**Ref**

**Number of Riders** Please attach list of riders

### Income

**BACS** £

**Cheques** Please attach £

**Cash** £

Please list who cash is from – take the cash into own account and replace with personal cheque to ADR. Do **not** pay bills from any cash received

**Total** £

### Expenses

Please list and attach receipts together with name of person who paid

- 1.
- 2.
- 3.
- 4.

### Outstanding Bills

Please list and attach unpaid invoices and bills expected to follow, such as Forestry Commission, Venue charges etc

### Refunds Due

Please list name, amount and brief reason