



Finance Management Policy

Aim

The aims of this policy is to ensure the club has good financial responsible practices to ensure the financial longevity of AUSC.

Table of contents

Aim	1
Table of contents	1
1 Revision	2
2 Application	2
3 Activity finances	2
3.1 Snorkelling, scuba diving, and freediving	2
3.2 Underwater rugby	2
4 Petty cash and everyday transactions	2
4.1 Petty cash management.....	2
4.2 Square POS.....	3
5 Banking	4
5.1 Accounts.....	4
5.1.1 Primary bank account.....	4
5.1.2 Underwater rugby account	5
5.1.3 Savings bank account	5
5.2 Signatories.....	5
5.3 Payment to payees.....	6
5.4 Statements	6
6 Expenses	6
6.1 Spend authorisation	6
6.2 Expenses management	6
6.3 GST	7
7 Monthly statements	7
7.1 Underwater rugby	7
7.2 Auditing	7
8 Document control	8
Appendix A Payees with increased payment limits	9
Appendix B Monthly statement example	10
B.1 Overall club	10
B.2 Underwater rugby example	11

1 Revision

This policy is to be maintained and reviewed by the AUSC Committee.

2 Application

This policy applies to all members.

3 Activity finances

3.1 Snorkelling, scuba diving, and freediving

The following is to occur in respect of payments of dive activities (including hire of club equipment):

- All payments are to be in cash unless advised by the committee (typically for large club activities);
- Hire of equipment is to be paid for prior to the equipment leaving the equipment locker at the clubrooms, except for local dives where equipment will be returned immediately following the dive;
- Payment for air fill of personal cylinders is to occur prior to the cylinders being filled;
- Boat dive fees are to be paid at the club rooms immediately after the dive;
- Late fees are to be paid in full before further equipment can be hired or club activities may be participated in.

Members should attempt to follow procedures of Section 4 *Petty cash*, however a substitute of completing a *Payment Record* form would also be sufficient.

3.2 Underwater rugby

Underwater rugby training payments must be in cash.

A record is to be kept of all payments made for each training session, and entered into the activity's finance transactions. The *Underwater rugby training attendance / payment* form is to be used, and should have two personnel confirm payments made by signing the form for document records.

4 Petty cash and everyday transactions

4.1 Petty cash management

Committee members and trip organisers are permitted to handle the club's petty cash at the club rooms.

- Unlock the safe and obtain the cash box from the safe, and return it there afterwards;
- Count the money in the cash box both before and after handling any money (open and close) using the Open/Close spreadsheet (Figure 4-1), and record this sum each time in the petty cash financial spreadsheet (Figure 4-2);
- Complete transactions for money in or out for the day to the starting balance, and then write any discrepancy between this figure and the actual cash/cheques in hand in the Comments column;

If the amount of petty cash is greater than \$100, a committee member should bank excess money. Update the financial records and forward the deposit slip to the Treasurer along with a message stating the nature of the deposit.

AUSC - Cash Count

Date	Open/Close	Name		Total	Money																			
		First	Last		\$100	\$50	\$20	\$10	\$5	\$2	\$1	\$0.50	\$0.20	\$0.10										
7/02/08	Close	Elizabeth	Perkins	\$240.00	0	\$0	2	\$100	2	\$40	3	\$30	3	\$15	13	\$26	19	\$19	14	\$7.00	10	\$2.00	10	\$1
9/02/08	Open	Elizabeth	Perkins	\$240.00	0	\$0	2	\$100	2	\$40	3	\$30	3	\$15	13	\$26	19	\$19	14	\$7.00	10	\$2.00	10	\$1
9/02/08	Close	Elizabeth	Perkins	\$240.00	0	\$0	2	\$100	2	\$40	3	\$30	3	\$15	13	\$26	19	\$19	14	\$7.00	10	\$2.00	10	\$1
10/02/08	Open	Philip	Moore	\$115.00	0	\$0	1	\$50	2	\$40	1	\$10	1	\$5	0	\$0	5	\$5	7	\$3.50	5	\$1.00	0	\$0
10/02/08	Close	Philip	Moore	\$115.00	0	\$0	1	\$50	2	\$40	1	\$10	1	\$5	0	\$0	5	\$5	7	\$3.50	5	\$1.00	0	\$0
10/02/08	Open	Philip	Moore	\$340.00	0	\$0	5	\$250	2	\$40	3	\$30	3	\$15	0	\$0	0	\$0	7	\$3.50	5	\$1.00	0	\$0
14/02/08	Open	Elizabeth	Perkins	\$340.00	0	\$0	5	\$250	2	\$40	3	\$30	3	\$15	0	\$0	0	\$0	7	\$3.50	5	\$1.00	0	\$0
14/02/08	Close	Elizabeth	Perkins	\$327.00	0	\$0	5	\$250	2	\$40	1	\$10	3	\$15	2	\$4	3	\$3	7	\$3.50	5	\$1.00	0	\$0
17/02/08	Open	Lesley	Ritter	\$307.00	0	\$0	5	\$250	1	\$20	1	\$10	3	\$15	2	\$4	3	\$3	7	\$3.50	5	\$1.00	0	\$0
17/02/08	Close	Lesley	Ritter	\$403.00	0	\$0	6	\$300	2	\$40	3	\$30	6	\$30	0	\$0	0	\$0	3	\$1.50	5	\$1.00	0	\$0
12/05/08	Close			\$388.35	0	\$0	0	\$0	5	\$100	19	\$190	15	\$75	8	\$16	1	\$1	5	\$2.50	8	\$1.60	17	\$1
11/10/08	Open			\$179.95	0	\$0	1	\$50	2	\$40	2	\$20	1	\$5	21	\$42	14	\$14	9	\$4.50	18	\$3.60	6	\$0
11/10/08	Close			\$236.65	0	\$0	0	\$0	8	\$160	1	\$10	1	\$5	20	\$40	12	\$12	11	\$5.50	17	\$3.40	5	\$0
31/05/09	Open	David	Warren	\$656.90	0	\$0	8	\$400	3	\$60	9	\$90	17	\$85	5	\$10	5	\$5	3	\$1.50	15	\$3.00	18	\$1
31/05/09	Close	David	Warren	\$235.00	0	\$0	0	\$0	4	\$80	7	\$70	9	\$45	7	\$14	15	\$15	8	\$4.00	22	\$4.40	20	\$2
4/06/09	Open	David	Warren	\$235.00	0	\$0	0	\$0	4	\$80	7	\$70	9	\$45	7	\$14	15	\$15	8	\$4.00	22	\$4.40	20	\$2
4/06/09	Close	David	Warren	\$354.00	0	\$0	1	\$50	5	\$100	10	\$100	11	\$55	10	\$20	18	\$18	8	\$4.00	22	\$4.40	20	\$2
6/06/09	Open	David	Warren	\$354.00	0	\$0	1	\$50	5	\$100	10	\$100	11	\$55	10	\$20	18	\$18	8	\$4.00	22	\$4.40	20	\$2
6/06/09	Close	David	Warren	\$519.00	0	\$0	4	\$200	4	\$80	12	\$120	13	\$65	12	\$24	19	\$19	8	\$4.00	22	\$4.40	20	\$2
18/10/09	Open	David	Warren	\$180.15	0	\$0	0	\$0	1	\$20	4	\$40	10	\$50	19	\$38	14	\$14	18	\$9.00	29	\$5.80	22	\$2
18/10/09	Close	David	Warren	\$156.15	0	\$0	0	\$0	0	\$0	3	\$30	11	\$55	19	\$38	15	\$15	18	\$9.00	29	\$5.80	22	\$2
22/10/09	Open	David	Warren	\$156.15	0	\$0	0	\$0	0	\$0	3	\$30	11	\$55	19	\$38	15	\$15	18	\$9.00	29	\$5.80	22	\$2
22/10/09	Close	David	Warren	\$348.65	0	\$0	4	\$200	2	\$40	1	\$10	9	\$45	13	\$26	14	\$14	15	\$7.50	12	\$2.40	25	\$2
7/11/09	Close	David	Warren	\$1,230.65	4	\$400	7	\$350	11	\$220	2	\$20	18	\$90	31	\$62	32	\$32	62	\$31.00	88	\$17.60	57	\$5

Figure 4-1 Open/Close spreadsheet

AUSC Petty Cash

Date	Item	Name		Invoice	Cum Total	Sub Total	Boat \$15	Fill \$5	Club Dive Tank \$3	BCD				Wetsuit \$7	Weight Belt \$3	Non Club Dive									
		First	Last							\$4	\$9/13	12/12	Tank \$3			BCD \$12	Resp \$17/22	BCD/Resp \$25/28	Wet \$1						
	Dive- Aldinga Dropoff 31/10	Gavriel	Mastromhals		345.85	15.00																			
	Equipment	David	Warren	6791463	295.95	-49.90																			
	Dive- Dredge 1/11/09	Kathleen	Hill		318.95	23.00	15.00	5.00	3.00																
	Equipment	David	Warren	6791464	310.35	-8.60																			
	BBQ Float	Emily	Moskwa		360.35	50.00																			
	Equipment- Land and Sea	Matthew	Bansemmer		785.65	425.30																			
	Social- Promotional Day 27/10/09				328.81	-456.84																			
	Social- Promotional Day 27/10/09				796.65	467.84																			
	Dive- Aldinga Dropoff 31/10	Aaron	Cosgrove-Wilke		816.65	20.00	15.00	5.00																	
	Dive- Dredge 1/11/09	Aaron	Cosgrove-Wilke		836.65	20.00	15.00	5.00																	
	Drinks				836.65																				
	Close	Mostyn	Walker		934.65	98.00																			
7/11/09	Open	Mostyn	Walker		934.65																				
	Dive- Stanvac Barge 7/11/08	Mostyn	Walker		954.65	20.00	15.00	5.00																	
	Dive- Stanvac Barge 7/11/08	Mostyn	Walker	6791466	947.65	-7.00																			
	Boat- Fuel	Mostyn	Walker	Lost	882.65	-65.00																			
	Boat- Fuel	Mostyn	Walker	Lost	847.65	-35.00																			
	Dive- Stanvac Barge 7/11/08	Michael	Ave		870.65	23.00	15.00	5.00	3.00																
	Dive- Stanvac Barge 7/11/08	Matthew	Bansemmer		885.65	15.00	15.00																		
	Dive- Stanvac Barge 7/11/08	Sam	Owen		900.65	15.00	15.00																		
	Dive- Stanvac Barge and Luri	Michael	Kroon		925.65	25.00	25.00																		
	Tip- Whyalla 24/07/09	Michael	Kroon		966.65	41.00																			
	Dive- Victor Harbor 5/09/09	Michael	Kroon		976.65	10.00	10.00																		
	Dive- Stanvac Barge and Luri	David	Ford		1,017.65	41.00	25.00	10.00	6.00																
	Dive- Stanvac Barge and Luri	Katherine	Hyndeman		1,058.65	41.00	25.00	10.00	6.00																
	Dive- Stanvac Barge and Luri	Danka	Hill		1,114.65	56.00	25.00	10.00	6.00																
	Dive- Stanvac Barge and Luri	Gavriel	Mastromhals		1,130.65	25.00	25.00																		
	Dive- Stanvac Barge and Luri	Aaron	Cosgrove-Wilke		1,172.65	33.00	25.00	5.00	3.00																
	Dive- Stanvac Barge and Luri	Paul	Bierman		1,203.65	31.00	25.00	10.00	6.00																
	Dive- Stanvac Barge and Luri	Geoff	Johnston		1,238.65	35.00	10.00	10.00	6.00																
	Dive- Stanvac Barge and Luri	Geoff	Johnston		1,238.65																				
	Dive- Stanvac Barge and Luri	Geoff	Johnston	6791467	1,231.65	-7.00																			
	Bank	Kathleen	Hill		151.65	-1,080.00																			
	Close	David	Warren		150.65	-1.00																			

Figure 4-2 Petty Cash Transactions

4.2 Square POS

The club purchased a Square Reader on 18/02/2017. Square charges a 1.9% transaction fee, and to offset this expense, the club will charge every credit card transaction a 2% fee. We have two devices:

- Contactless and chip card reader (payWave / Apple pay / chip), that connects to the phone by Bluetooth; and
- Magstripe card reader, that plugs into the phone’s headphone jack.

All committee and trip organisers should be trained with using the Square Reader(s). There are app options available on both Apple iTunes and Android:

<https://itunes.apple.com/us/app/square-point-of-sale-pos-system-register/id335393788?mt=8>
<https://play.google.com/store/apps/details?id=com.squareup>

The cash flow sheet should allow selection to “Square POS”, and have the 2% transaction fee added automatically. There are two subtotal columns: The chargeable value to the payee, and then the subtotal lesser Square fees that gets added into the account.

Date	Item	Event Date	ID	Name	Gender	Student	Member Days Remaining	Account	Subtotal CHARGE	Boat Sit	Other	Membership
			AU Sport	First	Last	F/N						Club
20/02/2017	Square Reader	18/02/2017	6080	David	Warren	M	Non-Student	11 BankSA Cheq	(59.00)			20
10/02/2017	Dive- Glenelg Barge (Night)	10/02/2017	66464	Belinda	Haley	F	Student	366 BankSA Cheq	38.00			
21/02/2017	Membership	21/02/2017	N/A					Square POS	22.40			20.00
21/02/2017	Membership	21/02/2017	N/A					Square POS	20.40			20.00
21/02/2017	Membership	21/02/2017	N/A					Square POS	20.40			20.00
21/02/2017	Membership	21/02/2017	N/A					Cash	20.40			20.00
21/02/2017	Membership	21/02/2017	N/A					Square POS	20.40			20.00
21/02/2017	Membership	21/02/2017	N/A					To Bank	20.40			20.00
21/02/2017	Membership	21/02/2017	N/A					BankSA Cheque	20.40			20.00
21/02/2017	Membership	21/02/2017	N/A					BankSA Saver	20.40			20.00

Figure 4-3 Account Square POS selection

5 Banking

The club has three bank accounts through Bank SA:

- Society Cheque account;
- Society Cheque account (underwater rugby); and
- Business Access Saver account.

It is recommended that \$1,000 be held in the Society Cheque account for payment of expenses, and anything greater should be transferred into the Express Saver account to take advantage of the higher interest rate.

The Society Cheque account (underwater rugby) is to be managed by an underwater rugby representative under the guidance of the club Treasurer.

5.1 Accounts

5.1.1 Primary bank account

Payment can be made online to the club’s bank account. Details are:

- Bank: Bank SA
- Account type: Society Cheque Account (SCA) – Community and Sports Groups
- Account name: Adelaide University Scuba Diving Club
- Account BSB: 105-120
- Account number: 0203-07040

When paying money to the club by bank deposit, please deposit the amount in the bank account, and send the deposit slip to the treasurer with a note or a receipt explaining the nature of the deposit.

Where payment was made for a local dive, or dive trip, then the dive organiser should also be e-mailed too.

5.1.2 Underwater rugby account

On 20/11/2015, a bank account under underwater rugby was opened. This separate bank account should be used for all income and expenditures related to the activity of underwater rugby. Details are:

- Bank: Bank SA
- Account type: Society Cheque Account (SCA) – Community and Sports Groups
- Account name: Adelaide University Scuba Diving Club – Underwater Rugby
- Account BSB: 105-134
- Account number: 0785-75740

5.1.3 Savings bank account

Details are:

- Bank: Bank SA
- Account type: Business Access Saver Account
- Account name: Adelaide University Scuba Diving Club
- Account BSB: 105-134
- Account number: 0789-66840

The club also had a Portfolio Management account that was closed in 2009 due to the low interest rate of the account. The Express Saver account was opened shortly afterwards. However on 7/03/2016, this account was changed to the Business Access Saver account since this account had slightly higher interest, and was tailored towards businesses/societies, rather than individuals/personal.

5.2 Signatories

All bank accounts are to have a one-to-sign policy. That is, only one of the signatories is sufficient to conduct financial transactions. Although having a two-to-sign policy makes sense for transparency of funds, it prevents electronic banking access. To ensure maximum transparency, it is mandatory to only have one person setup for full banking access, and other committee officers having restrictive access. Restrictive access allows bank accounts to be viewed, but no making of transactions permitted.

For banking, signatories need to reflect the current committee. Signatories should be the President, Treasurer, and at least one other committee member. This committee member is to perform the role of an auditee, who should confirm at least once every month that the bank funds match those that are advised to the club.

As part of the bank's requirements, changing of signatories in accounts should be accompanied by committee meeting minutes stating the new signatories. Figure 5-1 shows sample text that should be inserted in the minutes.

Club operating and saver account: Bank SA Society Cheque Account (Account Number 020307040) and Business Access Saver Account (Account Number 078966840)

- AUSC would like to have (insert number e.g. four) signatories for this account, requiring full access (with phone and internet access), with a 'one to sign' policy;
- Suggested that it is changed to: President (insert name), Treasurer (insert name), and two Committee Members (insert name and insert name); and
- The following personnel is to have their access removed: Former President (insert name), former Treasurer (insert name), and two former Committee Members (insert name and insert name).

Underwater rugby operating account: Bank SA Society Cheque Account (Account Number 0785-75740)

- AUSC would like to have (insert number e.g. four) signatories for this account, requiring full access (with phone and internet access), with a 'one to sign' policy;
- Suggested that it is changed to: President (insert name), Treasurer (insert name), and UWR Subcommittee Treasurer (insert name); and
- The following personnel is to have their access removed: Former President (insert name), former Treasurer (insert name), and former UWR Subcommittee Treasurer (insert name).

Figure 5-1 Sample Committee Meeting Text to Change Bank Account Signatories

A historical record of signatures can be found in the *AUSC Signatories Register*.

5.3 Payment to payees

Payment is limited to \$5,000 to payees accounts. Increasing the limit can be arranged with Bank SA, and a small number of organisations have been increased due to the need to pay for a major kit of equipment, and AU Sport membership etc.

5.4 Statements

The Society Cheque account statement is sent monthly to AU Sport. The Saver account statement is sent less often than the Society Cheque account, sent on a six monthly basis. Regular checking should be conducted online. Both statements should be used to audit the accounts to validate that they match.

6 Expenses

6.1 Spend authorisation

Purchases above \$100 made by a Club member on behalf of the Club must be approved by the committee, and reimbursement will only be in exchange for a full set of receipts attached to a sheet stating the pertinent details of the purchase as well as the calculated total.

For purchases less than \$100, approval should be sought by one committee member.

6.2 Expenses management

All money taken by the Club needs to be recorded and a receipt generated, as shown in Figure 6-1. The two receipts should then be stapled and placed at the bottom of the petty cash box tin, to be then reconciled by the AUSC Treasurer in the preparation of monthly cash flow statements.

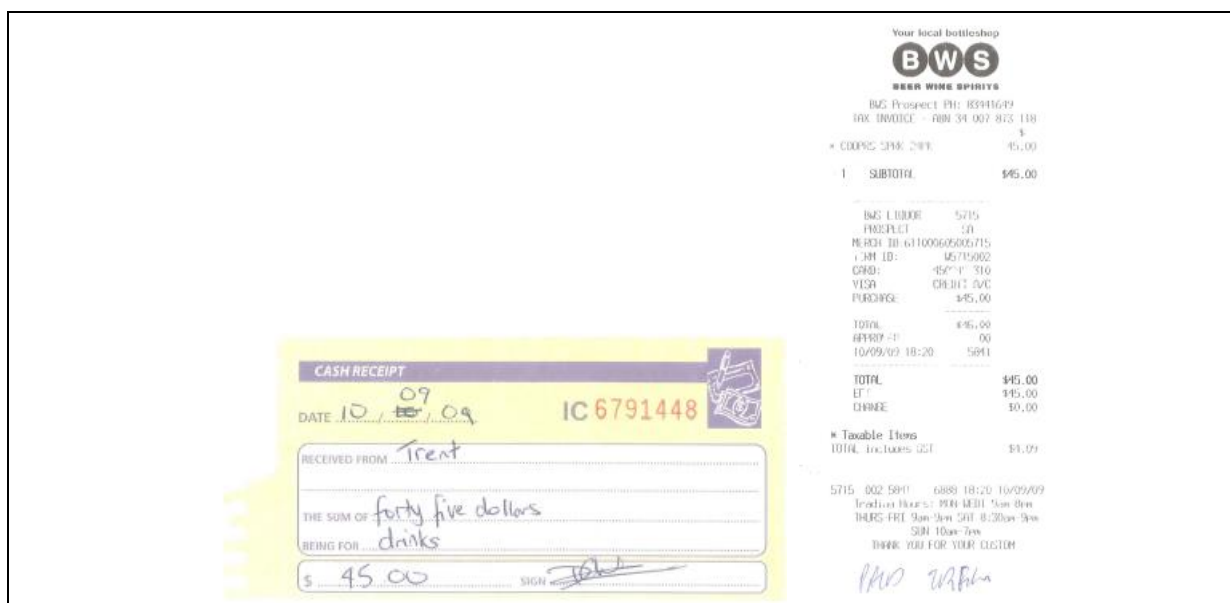


Figure 6-1 Petty cash identification/descriptor, and receipt

Purchases can be made by AUSC cheques. When receiving a cheque, cash it as soon as possible. Cheques that remain unclaimed over long periods and especially across financial years place an undue burden on bookkeeping.

6.3 GST

AU Sport has registered for GST as a company, so it can reclaim the GST portion back from the government. However, by law, AU Sport must also invoice AUSC all costs with the GST component. As a consequence, AUSC is not exempt from GST.

7 Monthly statements

Cash flow reports should be generated monthly, and reviewed by the committee. An example of this report is shown in Appendix B.

7.1 Underwater rugby

As underwater rugby activity is keeping own records of finances, it is expected that this activity is to produce monthly statements of income/expenses, to then be fed up into the club overall monthly statement records. An example that may wish to be followed is contained within Appendix B.2.

7.2 Auditing

The new treasurer on the committee should review and check the previous year's finances, and sign off on correct accounting procedures. If the treasurer is the same as the previous year, then another committee member should review the previous year's finances.

AU Sport recommends that expertise should be sought to have the club's accounts audited by an independent person to ensure that all assets are properly represented on the balance sheet etc.

(Reference: Mike Daws, Executive Officer, AU Sport, 1/09/2009)

All Club financial records are available for scrutiny by any Club member, providing they give the AUSC Treasurer reasonable notice.

8 Document control

Revision (Date)	Person	Comments
0 (15/11/2009)	Author: David Warren, Treasurer Reviewed: Emily Moskwa, Secretary Approved: Mostyn Walker, President	Document released to club membership.
1 (13/10/2015)	Author: David Warren Reviewed: Committee (via Meeting 13/10/2015) Approved: David Warren, President	Document reformatted. <ul style="list-style-type: none"> • Changed Bank SA club name from Skindiving to Scuba Diving (Gail Jackman actioned this in 2014). • Deleted under petty expenses: "For membership, this will be a numbered receipt issued by either the Club or AU Sport.," as this is no longer relevant. • Payees with increased limit moved to Appendix. • Renamed Statements section to Monthly Statements. • Incorporated SOP 8 <i>Payment for Diving or Equipment Hire</i> (developed by Tim Brown).
2 (22/12/2015)	Author: David Warren Reviewed: UWR Sub-committee Committee (via Meeting 22/12/2015) Approved: David Warren, President	<ul style="list-style-type: none"> • Section 3 – Added cash section for underwater rugby. • Section 5 – Added Bank SA Society Cheque account for underwater rugby. • Section 5.1 – Added paragraph for one-to-sign policy. Removed note for cheques requiring two signatures. • Section 6 <i>Petty Cash</i> – removed cheques countersigned by two signatories, as not valid. • Section 7.1 <i>Underwater rugby</i> – Added section, with expectation requirement noted. • Section 7.2 <i>Auditing</i> – Changed AUSA to AU Sport.
3 (11/03/2016)	Author: David Warren Reviewed: Committee (via e-mail 11/03/2016) Approved: David Warren, President	<ul style="list-style-type: none"> • Section 5 – Closed Express Saver account, and opened Business Access Saver account on 7/03/2016. This account is more geared towards business/societies, rather than individuals/personal. For example, as of 11/2015, Express Saver account had 1.1%, vs 1.3% with the Business Saver account. <ul style="list-style-type: none"> ○ Figure 5-1- Changed accounts and added UWR account • Section 6 – Renamed section from <i>Petty Expenses</i> to <i>Expenses</i>. Defined <i>Spend Authorisation</i> section clearly as Section 6.1.
4 (6/04/2017)	Author: David Warren Reviewed: Committee (via meeting 6/04/2017) Approved: Modra Paulson, President	<ul style="list-style-type: none"> • Section 4 – Added Square reader POS section

Appendix A Payees with increased payment limits

A number of accounts have had their limit increased, as shown in Table A-1. Reasons for the increased limit include the need to pay for a major kit of equipment, and AU Sport membership.

Table A-1 Payee accounts with arranged increased payment limits

Account Name	Bank/Branch	BSB No.	Account No.
AU Sport	Bank SA	032-152	138099
Pro-Diving Services	Westpac, Coogee, NSW	105-120	020398940

Appendix B Monthly statement example

B.1 Overall club

Income/Expenditure Statement for 1st to 31st July 2009				
Income	\$	no.	subtotals	comments
Boat ride	30.00	3		
Air fills	135.00	27		
Tank hire- Club	38.00	19		
BCD hire- Club				
Regs hire-Club				
BCD and Regs hire- Club	110.00	11		
Wetsuit hire-Club	35.00	5		
Weightbelt hire- Club	20.00	10		
Tank hire- Non Club	10.00	2		
BCD hire- Non Club				
Regs hire-Non Club				
BCD and Regs hire- Non Club	22.00	1		
Wetsuit hire-Non Club				
Weightbelt hire- Non Club	3.00	1		
Hire-miscellaneous				
Gear hire deposit				
	<i>subtotal</i>		403.00	
Membership AU student				
Membership non-AU & assoc	15.00	3		
	<i>subtotal</i>		15.00	
Sports Assoc fees	198.00	3		
Trip				
deposit	450.00	22		Whyalla
accommodation	516.00			Whyalla
boat towing levies				
	<i>subtotal</i>		966.00	
Drinks	64.00			
Bottles				
BBQ				
Sale of club merchandise				
polo shirts				
Social 40th glasses				
Mask Strap				
Sale of club gear				
tanks				
cable ties				
Seasonal gear promotion package				
Social- 40th				
Donations				
Grant				
Fundraising				
	<i>subtotal</i>		64.00	
Bank interest: credit	148.97			\$148.97 Express Saver account
Cash Book Open/Close Credit	4.00			
	<i>subtotal</i>		1,448.00	active' income=hire, memb'p, social, sales
Gear purchase brokerage				
DAN O2 course payment				
Hobart dives				
Dive Course deposit				
Total	1,798.97			

Figure B-1 Example monthly cash flow report (for July 2009)

B.2 Underwater rugby example

Monthly income/expenditure statement – October 2015

Item		Qty	Subtotal (\$)
Income			
Training			
	Pool entry	32	320.00
Fundraising			
	Mask straps	6	140.00
Marketing			
	Stickers	6	60.00
Subtotal			550.00
Expenses			
Training			
	Pool hire	4	400.00
Tournaments			
	Baggage	2	50.00
	Fees		
Equipment			
	Caps, Finis	24	420.00
Subtotal			970.00
Total			
Total Profit/(Loss)			(440.00)

Accounts reconciled

Account	30/09/2015	31/10/2015	Change
Bank SA	-	-	-
Petty Cash	390.00	(50.00)	(440.00)
Petty Cash to be deposited	-	-	-
Total	390.00	(50.00)	(440.00)