



Paddle NSW Event Reconciliation

Organising Committee	Contact Person:
Event Name	Contact Number:
Event Date	Event Location:
Host Club if applicable	

CASH INCOME

Member Category	No. of Entrants	Entry Fee Charged	Amount Collected
Adult Competitor			
Junior Competitor			
Adult Doubles Competitor			
Senior Doubles/K4 Competitor			
OTHER INCOME			
Single Event Fee			
Total Entrants		Total Cash received	

ON-LINE ENTRY FEE INCOME

Cash collected signed off by (club rep)

Invoice	Gross income	Other Items	Transaction Fee	Balance (deposited)
Invoice				
Invoice				
Invoice				
Invoice				
Invoice				
Totals				
Combined Income		(Cash & On-line)	TOTAL INCOME	

EXPENSES

Description	Supplier	Amount
Single Event cash portion to PNSW (\$5.00 ea)	PNSW	
Single event on-line portion to PNSW (\$5.00 ea)	PNSW	
Payment to PNSW for merchandise	PNSW	
Other expenses (provide separate sheet if req'd)		
GST (10% of total income)		
	TOTAL EXPENSES	

INCOME DISTRIBUTION CALCULATION

Total Income after Expenses are subtracted		
Share to PNSW (incl all GST)		
Share to Paddlesport TC (less GST)		
Share to Club (less GST)		

HOW TO COMPLETE YOUR EVENT RECONCILIATION

Step 1: PLEASE USE THIS FORM UNALTERED

Step 2 : Complete the event details in the first big box....easy!

Step 3: Complete the second big box (CASH INCOME) include ALL cash income collected on the day. Income not comprising entry fees etc will be indicated as 'other income' such as number holders, clothing etc. If there are a substantial number of different items, they should be indicated on a separate sheet, eg:

Number holders 6 @ \$12.00ea, Caps 4 @ \$12.00 ea. **Single Event Membership** income should be indicated here as **total amount collected** (not the \$5.00 to PNSW).

Step 4: Use Register Now to get ACTUAL income from on-line registrations. Each week a registration is open, a new invoice will be created. You must go to the invoices menu and obtain the figures from the invoice summary. 'Total registrations' in column 1, 'Total other items' in column 2, 'less total fees' in column 3, and 'total amount to be transferred' goes in column 4 (Balance deposited)

Invoice Summary	
Invoice Item	Total
Total Registrations Processed This Period	\$275.00
Total Other Items This Period	\$10.00
Less Total Fees This Period	-\$17.27
Total Amount To Be Transferred To Your Bank Account	\$267.73

Step 5: Add up the total income, by adding the total cash received, plus the on-line amount to be transferred totals.

Step 6: Complete the Expenses box. Calculate the Single event cash portion to be paid to PaddleNSW by halving the total on the day single event registrations total. Do the same for the On-Line Single Event entries (this will be half the total sum of the other items column above), Other things are self explanatory. The GST amount will be calculated as 10% of the total income. (Divide the total income by 1.1)

Step 7: Indicate the share of profit to the various organisations, so the total amounts to the Income minus Expenses total