**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