

Office Use:

### Brookdale Theatre

Please attach one of these forms to ALL requests for a payment or to record revenue.  
*Please do not just put an invoice in an envelope*

Event (e.g. Name of Play, BBQ, VP Night, BATA etc...)

Department (e.g. Wardrobe, Props, Workshop, Production etc..)

Your Name (Submitted by)

Contact Tel. No

<input type="text"/>	<input type="text"/>
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Income ONLY in this section please

Banking, Cash Received, Cheques Received	INCOME Value(£)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<b>£</b>

INCOME

*If you are in any doubt, you can always ring the treasurer (see below)*

Expenditure ONLY here please

Expenditure, Expenses, Invoices	SPENT Value(£)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<b>£</b>

EXPENDITURE

Please make the cheque payable to (if applicable)

Balance due/paid in £

Treasurer: George Berry 0161-440 8928 or 07762 373 171 or [georgeb@gbuk.com](mailto:georgeb@gbuk.com)  
Please leave this with your documents in the THEATRE pigeon hole.