



## Team Manager Paying-In Sheet

Name of Manager/Team.....

Date (this will often be the date of the monthly committee meeting).....

Total number of games played since last pay-in.....

### Detail:

Game.....	1.....	2.....	3.....	4.....	5.....
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Date of Game.....					
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Match Fees Collected.....					
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Fee paid for referee (if home) .....

Number of laundry fees to pay if applicable (x£.....).....  
(a cheque will be raised to cover this cost on a monthly basis)

Please detail any monies collected for disciplinary fines (state total and from which players).....

Any other monies collected (scratch cards, refreshments etc).....

Any cash kept as a float.....

**TOTAL MONIES PAID-IN**.....

Please state any other outgoings that require repayment (please avoid this but where not possible all claims for repayments must be accompanied by a receipt and must have been previously approved by the Chairman, Treasurer or Secretary)

### For use by the Treasurer only:

**Received** .....

**Laundry fee paid by MPFC cheque (if applicable)**.....

**Repayments made by MPFC cheque (if applicable)**.....