

TEAM LEICESTERSHIRE



Leicestershire Schools' Badminton Association

www.leicestershiresba.co.uk

Event - REMITTANCE ADVICE & REQUEST FOR PAYMENT FORM

This payment form is to be completed & returned to the **club treasurer** (i.e. Ray Phipkin, 12, Goshawk Close, Broughton Astley, Leicestershire, LE9 6RW) within 10 days of the event. In the case of remittance payment by BACS this form can be sent by e-mail to r.phipkin@sky.com In the case of remittance payment by cheques /cash a hard copy of the form should be enclosed with the payment sent by post or by hand. **When there is a request for payment (i.e. amount paid out was more than collected) then a cheque & updated completed form will be issued by the club treasurer back to the requestor.**

Name of Team Manager (or Representative) making (or requesting) payment: _____

Name of the Event	Date of Event	Number of Players	Match Fee	Total Match Fee	Please Enter Amounts received & paid
			£5.00		
			£5.00		
Total Amount collected:					

Hall Hire cost payable to “	”	
Event Fees payable to “	”	
Total Amount Paid out:		

Total amount collected less total amount paid out results in a Nett (income/**expenditure**) of £ _____

Details for Net Income Payments to LSBA:-	Yes/ No	Date of transaction
Payment by BACS (i.e. Barclays Bank, Sort Code:- 20-49-11, Account Number 10637912, Account Name:- Leicestershire Schools Badminton Association) PLEASE QUOTE: Respective Team and match date. (i.e. U14 -19/10/14)		
OR:-	Value	Cheque No.
Payment by Cheque (i.e. payable to:- Leicestershire Schools Badminton Association)		
OR:-	Value	
Payment by cash.		
LSBA Treasurer to enter here details when applicable to then be able to Re-imburement Payment by issuing a cheque to Team Manager :-		

If applicable please advise the number of Shuttles you had to provide for this event:- _____

