

TREASURY WEEKLY REPORT FORM

To be filled in by the Treasury
Secretary each Friday evening

COPY 1	F Fin Off	7 AGF Org	ORG _____
2	Cont Fin Off	8 Flag Data Files	W/E _____
3	DGF WW	9 Org CO/ED	FBO _____
4	DGF Cont	10 Coll Off WW	TREAS SEC _____
5	FBO Files	11 FOL0 Data Files	
6	Treas Files	12 Int Data Files	

NOTE: This form is to be filled out in the currency
of the country in which the org is situated.

- A. Pre-payments held from past weeks: _____
1. PLUS: Pre-payments received this week: _____
2. subtotal: _____
3. LESS: Pre-payments used this week: _____
4. EQUAL: Total Pre-payments held: _____

B. GROSS INCOME BY ORG'S GREEN/BLUE INVOICES THIS WEEK: _____

C. "OTHER" NOT CGI ITEMS:	From Org Inv for the week	Rec'd from FBO for the week
Rent collected	_____	_____
Sales Tax collected (or VAT)	_____	_____
Phone collections	_____	_____
PES Account sums	_____	_____
Other: specify _____	_____	_____
total	_____	_____

TOTAL

D. HCO BOOK ACCOUNT:

HCO Book Income - Cash _____

HCO Book Income - PPU _____

Meters _____

Tapes _____

Memberships _____

Others: (specify) _____

LESS: 50% Profit _____

TOTAL _____

E. OTHER TRANSFERS RECEIVED:

	Rec'd from FBO in the week	Disb's by org DV's this week
1. Tours Commissions	_____	_____
2. FSM Commissions		
a. Float Balance (Last week's line E2a)	_____	
b. PLUS: Rec'd from FBO	_____	
c. LESS: FSMC Paid	_____	
d. EQUALS: New Float Balance	_____	

3. CVB Claims:

- a. Acct Balance
(Last week's line E3a) _____
- b. PLUS: Rec'd from FBO _____
- c. LESS: CVB Claims Paid _____
- d. EQUALS: New Acct
Balance _____

F. FP ALLOCATION:

	Authorized by ALOT	Rec'd from FBO
Salary/Welfare Sum	_____	_____
Special Bonuses: Exec	_____	_____
Staff/Crew	_____	_____
Reg	_____	_____
Tech	_____	_____
Disbursements %	_____	_____
Promotion %	_____	_____
		<u>Transferred by FBO</u>
Management Bills %	_____	_____
FOLO Management Bills %	_____	_____
GO Reserves %	_____	_____
Continental GO %	_____	_____
TOTAL	_____	_____

- G. 1. How many cheques which bounced this week were reported to you for correction of statements? _____
What was their value? _____
2. How many bounced cheques collected this week were reported to you for correction of statements? _____
What was their value? _____
3. Were the statements amended as in line G1 and G2 above? YES/NO.
If NO, exactly when will this be done? _____
(give date and time)

- H. How many statements have been sent out this week? _____
How many statements have been sent out this month? _____
How much money has been collected off statements this week? _____
How much money has been collected off statements this month? _____
What is the total credit advanced but not yet collected? _____

I. BANK RECONCILIATION:

Account Name	Bank statement balance at:	Less: O/S cheques	Plus: O/S deposits	Reconciled balance
Main A/C				
HCO Div A/C				
Org Reserve				
FSM A/C				
PES A/C				
CVB A/C				

J. What is the state of filing in your Division?

K. What work has been done on the Monthly/Quarterly/Annual Audits
this week?

Attested Correct _____
Post _____
Date _____ Time _____