

**ATTENDANCE/BOOK-IN SHEET - FUNCTION SUBSIDY**

<b>HOST</b>		<b>HOST PHONE</b>	
<b>FUNCTION</b>		<b>DATE</b>	
<b>VENUE</b>		<b>START TIME</b>	
		<b>VENUE PHONE</b>	

<b>COST CATEGORY</b>	<b>NUMBER</b>	<b>VENUE COST</b>	<b>NUMBER x VENUE COST</b>	<b>SPFA SUBSIDY</b>	<b>NUMBER x SPFA SUBSIDY</b>
1. Adults				<b>0.00</b>	<b>0.00</b>
2. Members' Children					
3.					
4.					
<b>TOTAL NUMBER ATTENDING</b>		<b>TOTAL VENUE COST</b>		<b>TOTAL SUBSIDY</b>	

<b>SUBSIDY PAYMENT</b>		
<b>PAYEE</b>	<b>CHQ NUMBER</b>	<b>AMOUNT</b>
		<b>\$</b>

<b>NAME (PLEASE PRINT)</b>	<b>PHONE NO.</b>	<b>MEM NO.</b>	<b>EXPIRY DATE</b>	<b>LEGEND</b>				<b>TOTAL PAID</b>
				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
				<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b>TOTAL NOS.</b>								

