DURC Range Officer Report

Date D M Y

Tallys

Ammunition

Type			
Brought			
Used			
Remaining			

Cash

Float at start	
Cashbox Total	
Float left	
Net Total	

Discipline

- Free ☐
- Air ☐
- Sporter ☐
- Other ☐

R.O.s on duty

1.
2.
3.

Detail	Names	Member Number	Ammunition Issued	Type	Used	Cash	Credit given by club	Credit repaid to club	Remarks
1800									
1830									
1900									
1930									
2000									
2030									
2130									
2100									
					Totals Ammo Used	Cash recieved	Credit Given	Credit Repaid	

Notes

Crosschecks

Float at start
+ Total cash received
− Credit given

Y

rks

Range Officer Report

Date

D M Y

Net Total Received

Range Officer

Instructions

At the start of the night, record the date, the discipline being shot, the ROs on duty (noting if any are late or do not arrive). Record the float left to you in the cashbox. Record what types of ammunition you brought and how many of each type. For air rifle, just note the number of tins of pellets brought.

For each detail, record the shooters' names and member numbers. If they are new members, write 'new' in the member number column. Record the amount and type of ammunition issued to each shooter, allowing space for any additional ammunition they might request during a detail. Note the ammunition type with an initial of the type, e.g. EM for Eley Match, W for Winchester, etc.
DO NOT record the amount of ammunition used until the detail is completed.
Record the amount of cash paid only when it is paid, and if credit is used, ensure that you make the entry in the correct column.
Any notes specific to that detail (e.g. No−Shows, New members, etc.) are to be recorded in the Remarks column.

At the end of the night, total the Ammunition Used, Cash and Credit columns. Verify that the crosschecks at the bottom of the report all tally, and then work out the Net Total Received after deducting a Float for the following night. Leave at least five pounds in assorted change for the next night, and record how much you leave in the appropriate spot at the top of the Report.

Finally, record the date and Net Total Received in the appropriate spots on this side of the Report, sign it, fold along the foldmarks and place in a moneybag along with the net total cash received. This moneybag is to be left in the locker in the Security Office in Front Arch for the C.R.O. and Treasurer to process.

Record the float left
number of tins of

ber column.
t request during

mn.

e report all
assorted change

dmarks and
Front Arch for