

# ALTAIR SKI & SPORTS CLUB

## Trip/Event Reconciliation Form

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Leader: \_\_\_\_\_

**INCOME:**

Fees for Members	\$	X # of Members	#	=	\$
Fees for Non-Members	\$	X # of Non-Members	#	=	\$
Fees for	\$	X # of	#	=	\$
Fees for	\$		#	=	\$
Fees for	\$		#	=	\$
Fees for	\$		#	=	\$
<b>TOTAL DEPOSITS (INCOME)</b>					<b>\$</b>

**SUMMARY OF EXPENSES OR ADVANCES:**

from check requests (receipts, invoices, all backup paperwork should be attached to check requests)

	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>SUB TOTAL EXPENSES OR ADVANCES</b> (attach additional pages if needed)	<b>\$</b>

**EVENT LEADER INCENTIVE REQUESTED** – up to the value of a maximum of one place on the event not to exceed \$400 (to be shared among event leaders – payable by check or gift certificate)

Number of rewards requested:	#	X	\$ _____ or gift certificate \$ _____	=	\$
<b>TOTAL EXPENSES</b>			<b>Expenses and Event Leader Incentive Rewards</b>		<b>\$</b>

**EVENT LEADER INCENTIVE REWARDS ISSUED TO:**

Name:	Address:
Name:	Address:

**DEPOSITS MADE:**

Dates:	Totals	Dates	Totals
	\$		\$
	\$		\$
	\$		\$
	\$		\$
<b>TOTAL DEPOSITS INCOME)</b>			<b>\$</b>

**NET PROFIT FOR TRIP/EVENT:**

Income (payments received and deposited)	\$
(minus) Expenses/Advances and Event Leaders' Incentives	-\$
<b>TOTAL NET PROFITS *</b>	<b>\$</b>

**ADVANCED PLANNING GUIDE:** (please assist with as much information as possible)

Do you intend to "lead" this event the next time?:

When is the event to be held?:

When do reservations or deposits need to be made (or have they been made)?:

Has Board approval been obtained?:

Please provide the Event Leader and the specific sport Director with scheduling and planning deadlines.