

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	\$		#	=	\$
TOTAL DEPOSITS (INCOME)					\$

SUMMARY OF EXPENSES, ADVANCES, OR REFUNDS:

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

	\$
	\$
	\$
	\$
	\$
	\$
	\$
SUB TOTAL EXPENSES OR ADVANCES (attach additional pages if needed)	\$

EVENT LEADER INCENTIVE REQUESTED – if 10% (or 25%) profit is met, event leaders may receive gift certificates equal to the value of one member’s fee, but not more than \$120.00 per leader.

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

EVENT LEADER INCENTIVE REWARDS ISSUED TO:

Name:	Address:
Name:	Address:

DEPOSITS MADE:

Dates:	Totals	Dates	Totals
	\$		\$
	\$		\$
	\$		\$
	\$		\$
TOTAL DEPOSITS INCOME)			\$

NET PROFIT FOR TRIP/EVENT:

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

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.