

Club Ski 30 Event Report Form

Event Name: _____ Event Date: _____

Coordinators: 1. _____ 2. _____ 3. _____

Number of Participants: _____ Participant Cost: -- _____

Event REVENUE -Deposits made to Club - (provide copy of Deposit Sheet)	Date	Amount	Deposit Slip # to be entered by Treasurer
Deposit ...			
Deposit...			
Deposit ...			
Deposit ...			
Deposit ...			
Deposit ...			
Total Deposit Revenue			

Event EXPENSES -Payments to Company	Date	Amount	Cheque # to be entered by Coordinator
Down Payment			
Other Payment			
Other Payment			
Final Payment			
Total Company Expense			

Other Expenses - Misc Payments	Date	Amount	Cheque # to be entered by Coordinator
Total Misc Expenses			

Total All Expense

Event Participant Refunds issued from Club Treasurer: e.g.: Overpayments, etc.	Date	Amount	Cheque # to be entered by Coordinator
Total Refund Expense			

Balance (total revenue (-) Minus total expenses) Report Balanced

