

Club Ski 30 Post Trip Report

Destination: _____

Trip Dates: _____

Coordinators: 1. _____ 2. _____ 3. _____

Number of Participants: _____

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

TRIP EXPENSES -Payments to Ski Resort	Date	Amount	Cheque # by Treasurer
Initial Down Payment			
2 nd Payment			
3rd Payment			
Final Payment			
Total Resort Expense			

Other Expenses - Misc Payments	Date	Amount	Cheque # by Treasurer
Total Other Expense			

Trip Participant Refunds issued from Club Treasurer: e.g.: Overpayments, etc.	Date	Amount	Cheque # by Treasurer
Total Refund Expense			

Balance (total revenue-total expenses) Report Balanced*

***Trip Coordinator Comments**

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Required Attachments to this Report:

- 1- Copy of Trip Work Sheet
- 2 - Copy of Trip/Event Deposit form , each one submitted by Coordinator during sign Up.
- 3- Copy of Resort invoice and Distribution of rebate funds which benefited all participants.
- 4 - Copy of contract received to account for payments required by Ski resort.
- 5 - Other Expenses/ miscellaneous payments incurred. Should be paid using the rebate funds when available.
- 6 - Submit all (ensure all signed) release Waiver/applications with this report.
- 7 - Boyne Rewards(if applicable) attach Signature sheet with name of each certificate number.
- 8- Other attachments as applicable.

Attachment Number	Coordinator Remarks
1- Trip Work sheet	
2- Trip Deposit forms	
3- Resort Invoice and signed rebate form	
4- Resort contract	
5-Receipts for Other/Misc expenses	
6-Trip Waiver/Application forms	
7- Boyne Rewards	
8- Other attachments	

Coordinator Honorariums Paid

Coordinator Name	Amount Paid:	Cheque # by Treasurer

Vice President and Treasurer/Comments:

NOTE: This 2 page report is to be completed with attachments and passed in to Club Vice President.

Trip Coordinator Signature: _____ **.Date:** _____

Approved Club VP Signature: _____ **.Date:** _____

Account Verified Treasurer Signature: _____ **.Date:** _____