

"INSTRUCTIONS" for SCCE Women's Club
Activity Committee Receipt Reimbursement Report

PURPOSE OF RECEIPT REIMBURSEMENT REPORT

1. Activity Committee 'Purchaser': Easier to keep track of each expense and get reimbursed quickly.
2. Activity Committee 'Treasurer': More organized method of tracking reimbursement of expenses prior to and after the event AND makes completion of SCCE Women's Club Income/Expense Report easier.

PURCHASER

1. Receipt Reimbursement Report to be completed by the person being reimbursed (Purchaser).

a. Event	Name of Event
b. Date	Date of Receipt
c. Total	Receipt Total
d. Reason	Brief description of items purchased and total amount spent per purchase. Example: Napkins & Runners for Tables \$22.00
e. Where Purchased	Example: Walmart
f. Expenses Reimbursed To	Purchaser's Name

2. Turn in completed reports as purchases occur. Reimbursement will be made as soon as the Treasurer has money to do so (usually after tickets sales start).
3. Purchaser should **sign** and **attach** each **original** receipt to the completed Receipt Reimbursement Report.
 - a. Receipts should include the place, date, event items purchased, and total amount spent.
 - b. Receipts should only have items for the event – **no personal items**.
 - c. A single Receipt Reimbursement Report may include more than one receipt - especially when multiple purchases occurred on the same date.

COMMITTEE TREASURER

1. When the Activity Committee Treasurer receives a Receipt Reimbursement Report he/she:
 - a. Will verify the purchase(s) are for the event.
 - b. Will ensure original receipts (***signed by the purchaser***) are attached.
 - c. Will ensure the receipts are for the amount(s) being requested for reimbursement.
 - d. Will sign 'Approved by'.
2. Once the Treasurer has money he/she:
 - a. Will reimburse the Purchaser for the total on the Receipt Reimbursement Report(s).
 - b. Have the purchaser sign and date the bottom of the report(s) acknowledging receipt of his/her reimbursement.
3. All Committee members with approved expenditures are reimbursed prior to the earnings of the event being turned in to the Women's Club Treasurer.
4. When filling out the Women's Club Income/Expense Report:
 - a. Each completed Receipt Reimbursement Report should appear as a single line item.
 - b. The Activity Committee Treasurer will attach each completed Receipt Reimbursement Report (with original receipts) to the final Women's Club Income/Expense Report.
5. The Income/Expense and Receipt Reimbursement sheets and all 'signed' receipts should be given to the Women's Club Treasurer along with any profit made no later than five days after the event.

Activity Income / Expense Report

Report Prepared By: Blue Moon

FINAL TOTALS	
INCOME:	\$ 612.00
Minus EXPENSES:	\$ (152.78)
PROFIT (LOSS):	\$ 459.22

Turned in by: Betty Boops

Received by: Franc Schurud

SUNSHINE COUNTRY CLUB ESTATES WOMEN'S CLUB

Committee Receipt Reimbursement Report

(This statement to be attached to the Income/Expense Report
and turned in to the Women's Club Treasurer no later than 5 days after event.)

Event: Thanksgiving (2017)

Date: 11-01-2017

Total: \$25.26

Purchase [signed receipt(s) attached]:

Reason for Purchase / Where Purchased:

Amount:

All of the below purchased at Walmart:

Napkins & Plates (for tables)

\$22.45

TAX:

\$2.81

EXAMPLE:

Original Signed Receipts
should be attached to this
Report.

Approved by:

Blue Moon
Committee Treasurer

Expenses Reimbursed to:

Lilly Tomlin
Committee Member with Expenses

Date Expenses Reimbursed:

11-15-17

SUNSHINE COUNTRY CLUB ESTATES WOMEN'S CLUB

Committee Receipt Reimbursement Report

(This statement to be attached to the Income/Expense Report
and turned in to the Women's Club Treasurer no later than 5 days after event.)

Event: Thanksgiving (2017)

Date: 11-18-2017

Total: \$52.85

Purchase [signed receipt(s) attached]:

Reason for Purchase / Where Purchased:

Amount:

All of the below purchased at Walmart:

Dressing for Meal \$25.00

Plasticware for Meal \$15.85

Doiles for Table Decorations \$7.99

TAX: \$4.01

EXAMPLE:

Original Signed Receipts
should be attached to this
Report.

Approved by:

Bbe Morn
Committee Treasurer

Expenses Reimbursed to:

Lilly Tomlin
Committee Member with Expenses

Date Expenses Reimbursed:

11-20-17

SUNSHINE COUNTRY CLUB ESTATES WOMEN'S CLUB

Committee Receipt Reimbursement Report

(This statement to be attached to the Income/Expense Report
and turned in to the Women's Club Treasurer no later than 5 days after event.)

Event: Thanksgiving (2017)

Date: 11-20-2017

Total: \$74.67

Purchase [signed receipt(s) attached]:

Reason for Purchase / Where Purchased:

Amount:

All of the below purchased at SAMs Club:

Turkeys for meal

\$74.67

TAX:

\$0.00

EXAMPLE:

Original Signed Receipts
should be attached to this
Report.

Approved by:

Blue Moon
Committee Treasurer

Expenses Reimbursed to:

Lana Turner
Committee Member with Expenses

Date Expenses Reimbursed:

11-20-17

SUNSHINE COUNTRY CLUB ESTATES WOMEN'S CLUB

Activity Income / Expense Report

(This statement to be turned in to the Women's Club Treasurer no later than 5 days after event.)

EVENT: _____

DATE: _____

Chairperson(s): _____

Report Prepared By: _____

DESCRIPTION	INCOME	EXPENSE
<u>INCOME:</u>		
ADVANCE		
_____	_____	
_____	_____	
_____	_____	
_____	_____	
<u>EXPENSES:</u>		
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

USE THIS SECTION WHEN TURNING IN MONEY PRIOR TO THE EVENT			*		FINAL TOTALS		
			*		INCOME: \$		
Date	Amount	Received By	*	Minus	EXPENSES: \$		
			*		PROFIT (LOSS): \$		
			*				
			*				
			*				
			*	Turned in by:	_____		
			*	Received by:	_____		

SUNSHINE COUNTRY CLUB ESTATES WOMEN'S CLUB

Committee Receipt Reimbursement Report

(This statement to be attached to the Income/Expense Report
and turned in to the Women's Club Treasurer no later than 5 days after event.)

Event: _____

Date: _____

Total:

Purchase *[signed receipt(s) attached]*:

Reason for Purchase / Where Purchased:	Amount:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approved by: _____
Committee Treasurer

Expenses Reimbursed to: _____
Committee Member with Expenses

Date Expenses Reimbursed: _____