


| | | |
|--|--|--|
| Member Name | |  St. Joseph River Yacht Club <small>1 Lighthouse Lane PO Box 3 St. Joseph, MI 49085</small> |
| Street Address | | |
| City-State-Zip | | |
| Phone | | |
| Circle One of the following: Expense Report or Budget Plan Amount | | |

| | | | |
|---------------------------|--|---|--|
| Event (circle one) | Tri-State Invitational Commodore's Ball | Swim Program Sail Program Member Service | Bar/Galley Facility Other _____ |
|---------------------------|--|---|--|

| Category | Amount | Category | Amount | |
|------------------------|--------|----------------------|-----------------------|--|
| INCOME ITEMS | | EXPENSE ITEMS | | |
| Food | | Food | | |
| Liquor | | Liquor | | |
| Beer/wine | | Beer/wine | | |
| Merchandise | | Merchandise | | |
| Advertising | | Supplies, Office | | |
| Race Fees | | Supplies, Bar/Galley | | |
| Swim Team Fees | | Postage | | |
| Pool Guest Fees | | Decorations | | |
| Facility Rental Fees | | Entertainment | | |
| Donations | | Linen Rental | | |
| Other (list below) | | Promotional Material | | |
| | | Repairs, Building | | |
| | | Repairs, Bar | | |
| | | Repairs, Kitchen | | |
| | | Repairs, Pool | | |
| | | Chemicals, Pool | | |
| | | Other (list) | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Column Totals → | | | | |
| | | | Report Total → | |

| | |
|--|-------------|
| This is a statement of Personal Expense incurred by me in the transaction of authorized St. Joseph River Yacht Club business during the period stated. | |
| | |
| Signature | Date |
| Date Paid | |

Instructions on back of form

St. Joseph River Yacht Club Budget and Expense Reporting Instructions

1. Use this form at the beginning of the year to plan expenses for your event.
2. Use this form, with invoices attached, to recover expenses you personally incurred for your event.
3. Check at the top of the form whether this is a budget entry or an expense recovery request.
4. Circle the event you are budgeting for, or claiming expenses for. If you have an event that you believe should be tracked separately from year to year, discuss with the Treasurer the addition of an event category.
5. Enter the amount on the appropriate line. All of your expenses should fit into one of the categories. Please use the categories and correctly categorize your expenses. If you have an expense that doesn't fit into one of the categories, write in the appropriate description in the space provided.
6. Make sure your name and dates the expenses cover are at the top of the form. Enter appropriate totals at the bottom, and sign and date your report.
7. Enter all expense reports **promptly** so that we can have an accurate running picture of our income and expense position.
8. **Committee Chair People:** We need to budget by month, so please put the month at the top of your planning form for the month your event takes place. If your event spans more than one month, please turn in a sheet for each month of the event, with the planned income and expense for that month.

THANK YOU!!

Anson Lovellette
8/9/2005