

**EVENT CLOSE OUT FORM  
(INCOME AND EXPENSE SHEET)  
JUG & MUG SKI CLUB**

**DIRECTIONS:** (1) Complete this form after your event and you have ALL receipts. (2) Attach the receipts and an attendee list or the yellow page of the two-part Activity Deposit Form(s) with this close out form and give to the Treasurer; (3) Make 10 copies to distribute at the next Council Meeting following the event or when you present your trip closeout. (4) Let the President know 3 days before the Council Meeting that you want to be on the agenda. Meetings are held the 2nd Tuesday of the month. Print and complete form.

<b>Event Name</b>			<b>Date(s)</b>
<b>Trip Chair</b>			<b>Co-Chairs</b>
<b>No. Attendees</b>	<b>Attendee Cost</b>	<b>Total Cost</b>	<b>Explanation of Cost(s) to Attendee(s)</b>
<b>TOTAL INCOME</b>			

**EXPENSES:** Types of expense include: lodging, groceries/food, travel (air, train, bus, boat), restaurant meals, welcome party, DJ, tips, ski passes, rentals (canoes, kayaks, bikes, etc.) and miscellaneous items.

Type of Expense	Amount	Who Needs To Be Reimbursed
<b>TOTAL EXPENSES</b>		

**REFUNDS:** Refunds may be given when (1) a person notifies the trip chairperson on or before the cancellation date; (2) after cancellation date but two days before the activity, person may forfeit refund or find a replacement; (3) on day of or day before no refund will be considered unless extenuating circumstances and person petitions council in writing for refund within 30 days. (See Policy 3, REFUNDS for complete policy.)

Attendee	Amount	Reason
<b>TOTAL REFUNDS</b>		

Profit and Loss Summary		Comments:
(Profit/Loss = Total Income -Total Expenses -Refunds)		
Total Income		
Minus Total Expenses		
Net Profit		
Minus Total Refunds		
Grand Total Profit/Loss		

<b>Signature of Person(s) Completing This Form:</b>	<b>Date:</b>