



## EXPENSE AND AFTER-ACTION REPORT

**Attach receipts and submit this form to the Treasurer**

Activity \_\_\_\_\_ Date \_\_\_\_\_

Coordinators(s) \_\_\_\_\_

Volunteers \_\_\_\_\_

**Expenses** (describe item)

**Amount**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature \_\_\_\_\_

Date \_\_\_\_\_

Send reimbursement check to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If this was a class, fill out top with the activity and volunteers**

**Fill in the following and make a copy**

**Send one copy with receipts to the Treasurer**

**Attach the list of attendees to the other copy and mail to the Vice President**

Number of attendees \_\_\_\_ (attach list)

No. extra kits sold \_\_\_\_

Money received for class \_\_\_\_\_

Money received for kits \_\_\_\_\_

Total received \_\_\_\_\_

Less expenses \_\_\_\_\_

**PROFIT** \_\_\_\_\_

Send form and sign-up sheet to Vice President	Send form, money, and receipts to Treasurer
<p>Tina Plageman 113 White Pine Drive Moyock, NC 27958</p>	<p>Shirley Murphy 5657 Fitztown Road Va. Beach, VA 23457</p>