



**EXPENSE AND AFTER-ACTION REPORT**

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

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

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

Volunteers \_\_\_\_\_

<b><u>Expenses</u></b> (describe item)	<b><u>Amount</u></b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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)	Money received for class _____
No. extra kits sold _____	Money received for kits _____
	Total received _____
	Less expenses _____
	<b>PROFIT</b> _____

<b>Send form and sign-up sheet to Vice President</b>	<b>Send form, money, and receipts to Treasurer</b>
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