



EXPENSE AND AFTER-ACTION REPORT

Attach receipts and submit this form to the Treasurer

Activity _____ Date _____

Coordinators(s) _____

Volunteers _____

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

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 _____
	PROFIT _____

Send form and sign-up sheet to Vice President	Send form, money, and receipts to Treasurer
Tina Plageman 113 E. White Pine Dr. Moyock, NC 27958	Shirley Murphy 5657 Fitztown Rd. Virginia Beach, VA 23457