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**
Cyndi Wheeler 656 Blackthorne Drive Chesapeake, VA 23322	Shirley Murphy 5657 Fitztown Rd. Virginia Beach, VA 23457