



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
Sarah Baxter 144 Happy Landing Maple, NC 27956	Shirley Murphy 5657 Fitztown Rd. Virginia Beach, VA 23457