

SECTION 26**Trip/Event Finance Report**

The OC Ski Club Finance Report EZ was designed to facilitate consistent and prompt financial reporting at the conclusion of all trips and events.

Financial Reporting Requirements

All Trip Leaders and Event Leaders are required to submit to their respective VP a final financial report within 30 days of the completion of the trip/event.

Process

Upon completion of trip/event obtain a transaction report for their trip/event from the Finance Chairperson.

Reconcile trip/event records to the transaction report

Note: differences must be discussed with the Finance Chairperson for resolution

Complete OC Ski Club Finance Report EZ front portion. A detailed report listing of all income and expense items must also be submitted. These items are summarized on the front of the Finance Report EZ.

A Sample Form is shown on page 26-2. Additionally, an automated version in Microsoft Excel format may be obtained on the Club's website.

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SAMPLE FORM