

The Victoria Bowmen Association



Revenue and Expense Report

Name _____ Date _____

Revenue:

Membership fees\$ _____
 Tournament Revenue\$ _____
 Sales (Pins, decals, shirts etc.)\$ _____
 Other\$ _____
Total revenue \$ _____

Expenses:

Equipment or repair materials\$ _____
 Trophies, ribbons, medals\$ _____
 Postage, telephone (office expenses)\$ _____
 Social functions\$ _____
 Tournament expenses (TC fees, targets etc.)\$ _____
 Other\$ _____
Total expenses \$ _____

Total money submitted.....\$ _____

Signature: _____ Portfolio _____

Paid – (cash/cheque #/date) _____

Treasurer: Account _____ Date entered _____ Reconciled _____

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Before submitting your monies or your expenses, please take a moment to fill out this form. It will assist the treasurer to properly track revenues and expenses.

Example: If you are submitting monies for a tournament, state the total revenues i.e. 25 shooters @ \$10.00 total \$250.00. If you took out money for expenses, list them as an expense and attach receipts (**all expenses must be supported by receipts**). Then at the bottom state the net amount.