WCMC TOUR / EVENT FINANCIAL STATEMENT

NAME OF TOUR / EVENT: _____

ORGANIZER(S): _____

EVENT DATE(S): _____

REVENUE: TOTAL AMOUNT COLLECTED $_____

ATTENDEE NAME(S)	AMOUNT PAID	CHECK/CASH

EXPENSES: **TOTAL AMOUNT SPENT $**_____

(Attach receipts for ALL expenses claimed)

ITEM	AMOUNT	PAYMENT METHOD

REIMBURSED: Date_____ **Amount$**_____**Check#**_____ **PROFIT to WCMC treasury: $** _____

Note: Submit this statement with all receipts, checks and cash to the treasurer within 1 week after the event.
Communication Guidelines: Reimbursement will be made for one mailing to the tour / event participants only. You should plan to bring fliers to meetings, use the website and email the WCMC group for promoting your tour / event.