

 ***Rocky Mountain Orienteering Club***

 **Meet Report**

|  |
| --- |
| Event Name / Location: |
| Event Date: | Form Completed By: |

**A. Income from registration fees, compass rentals, etc.:**

|  |  |
| --- | --- |
| ***Description*** | ***$ Amount*** |
| Total amount paid at meet (cash & checks) |  |
| Total amount to be invoiced (from “Request for Invoice” forms) |  |
| Other (describe) |  |
| ***Income Total A:*** | **$** |

**B. Income from Memberships:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **Meet Director** **–**
* Scan all membership forms to JPG/GIF/PDF and email them to “brooke@rmoc.org”.

*OR*, mail the forms to: RMOC c/o Brooke Mann PO Box 270616 Louisville CO 80227-5010 |  | ***Membership Type*** | ***Quantity*** | ***$ Amount*** |
|  | Individual 1-Year @ $12 |  |  |
|  | Individual 2-Year @ $20 |  |  |
|  | Family 1-Year @ $18 |  |  |
|  | Family 2-Year @ $30 |  |  |
|  | ***Income Total B:*** | **$** |

|  |  |
| --- | --- |
| ***Gross Income (A + B):*** | **$** |

**C. Expense Details (actual expenses reimbursed with cash from the meet proceeds):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * **Meet Director–**
* Leave $60 in small bills in the cash box (ideally, $35 in ones and $25 in fives).
* Keep the remaining cash and write a check payable to "RMOC".
* Send this report (along with all checks and receipts) to the Treasurer:

 RMOC c/o Sverre Froyen 14214 W Evans Cir Lakewood CO 80228-5991* Do not send cash in the mail.
* Send questions to treasurer@rmoc.org
 |  | ***Expense Description*** | ***Receipt?*** | ***$ Amount*** |
|  | Y / N |  |
|  | Y / N |  |
|  | Y / N |  |
|  | Y / N |  |
|  | Y / N |  |
|  | Y / N |  |
|  | Y / N |  |
| ***Expense Total:*** | **$** |

|  |  |
| --- | --- |
| ***Net Event Income (Gross Income minus Expenses):*** | **$** |

* **Meet Director –** Send signed waivers to: Doug Berling, 11536 Community Center Dr #87, Northglenn CO 80233