

OLD BRIDGE RIFLE AND PISTOL CLUB

League and Special Event Financial Report



Event:	League Chairman:
Event Date:	League Co-Chairman:

PARTICIPANTS

* The league chairman **MUST** validate the participant has a current membership card to be considered a member otherwise the participant pays the Non-Member fee. **!!! NO EXCEPTIONS !!!**

	# of participants	Entry Fee (p/participant)	Total fees collected	
Club Members		\$	\$	
Event Member <i>(Non-members)</i>		\$	\$	
Juniors		\$	\$	
Total # of Participants		Total Fees Collected	\$	
Amount paid to the club <i>(Total amount submitted with report)</i>			\$	

EXPENSES *(Fill out this section only for items that were purchased for the league that were not supplied by the club.)*

- **ALL** money collected for the league must be turned in. **DO NOT** take out any expenses from the fees collected.
- **ALL** expenses **MUST** have a receipt submitted.
- If there is **NO** receipt for an expense, you will not receive reimbursement for that expense.
- **Failing to provide receipts or not submitting fees collected will be subject to action by the executive board.**

If you need additional lines for expenses, use the Additional Details section below. Include the Amount, Purchased From, and its Purpose.

Purpose	Purchased From	Amount
		\$
		\$
		\$
Total Expense Amount <i>Including any entered in Additional Details</i>		\$

ADDITIONAL DETAILS

ACKNOWLEDGEMENT

It is the responsibility of league chairman OR co-chairman to make sure all information and financials are accurate. As the chairman or co-chairman of this league, I acknowledge the following:

- All information in this report is accurate, and all fees collected have been accounted for and are being submitted.
- I am responsible and accountable for all the money and expenses that are submitted to the club.
- I have checked and validated that participants who paid the "Member" fees have a current club membership card.
- The executive board can audit and suspend any league if there is reason to believe league reports or their financials are incorrect.

LEAGUE CHAIRMAN OR CO-CHAIRMAN
(Signature)

DATE