

Appalachian Mountain Club

Maine Chapter Activity Finance Reporting Form

Activity: _____

Activity Date(s): _____ Committee(s): _____

Leader(s): _____

# AMC Member Participants	_____	Member Fee	\$ _____	Total	\$ _____
# Non-member Participants	_____	Non-member Fee	\$ _____	Total	\$ _____
# Leaders	_____	Leader Fee	\$ _____	Total	\$ _____
Total Activity Size (people)	_____ (a)			Total Fees	\$ _____

1. Income

#	Description (E.g. chapter advances, non-refundable participant deposits)	Date	Amount
1.	Participant/Leader fees (if applicable)		\$
2.			
3.			
4.			

Total Income \$ _____

2. Expenses

#	Description (E.g. lodging, meals, usage fees, equipment, deposits)	Date	Amount
1.			\$
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Total Expenses \$ _____ (b)

Balance (Income – Expenses) \$ _____

Average Expense per participant (Expenses (b) / Activity Size (a)) \$ _____

Reminders

1. Receipts required for expenses over \$20.
2. Participant fees may offset limited leader expenses for the activity, though volunteer leaders should not "profit" from leading activities.
3. Balance of participant fees must be returned to participants or the sponsoring chapter/committee.