

Accountability Report

The following information is required and must be completed and returned to the Lodge Administrator no later than 10 days after the activity/party is completed. All money must be turned into the Lodge Administrator who is bonded by the Association. One check will be given to the chairperson(s) when all receipts and expenditures are accounted for and this report is submitted.

Name of Activity/Party: _____

Date of Activity/Party: _____

Responsible Chairperson(s): _____

A. Receipts

	Number		Unit Price	Total
Paid Participants:	_____	X	_____	\$ _____
Paid at the door:	_____	X	_____	\$ _____
TOTAL (A):				\$ _____

B. Expenditures

Company	Description	Total
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
Attach a separate sheet if needed		Total from attached sheet: \$ _____
		TOTAL (B): \$ _____

C. SUMMARY

Total Receipts (A): \$ _____
Total Expenditures (B): \$ _____
BALANCE (A-B): \$ _____

(continued)

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Date Report Submitted to Lodge Administrator: _____

Chairperson(s) Signature(s): _____

Settlement Check Number: _____

Check Amount: _____ **Date:** _____

Distribution:
Lodge Administrator - Official Original
Chairperson(s)

Attachments:
Receipts and/or invoices