Potomac Nordic Ski Club (PNSC)

Ski Trip Accounting Form
To be returned within 15 days after the trip to the PNSC Treasurer

____
Trip Destination, Lodging Facility, and Dates

____
Coordinator Name and Phone Number

PROCEDURE: Participants make their checks payable to the Trip Coordinator, who deposits them to their personal account. Net revenue from the trip is paid by Trip Coordinator's personal check to " Ski Touring Section" and sent with report to the PNSC Treasurer. Accounting below is for financial activity of the Trip Coordinator, so net revenue will include the return of deposits and advances made by the PNSC.

REVENUES

1. # ___PNSC Members at $ _____ $_________
2. # ___ Non-PNSC Members at $ _____ $_________
3. Advances to the Trip Coordinator from the PNSC $_________
4. Other Revenue (List items and amounts) _________________
   ____ $_________
5. Total Revenue = (1)+(2)+(3)+(4) $_________

EXPENSES (Include receipts for major expenditures)

6. Lodging paid directly by Trip Coordinator $_________
7. Refunds to Participants (Numbers and amounts) __________ $_________
8. Other Expenses (List items and amounts) ________________
   ____
   ____ $_________
9. Total Expenses = (6)+(7)+(8) $_________

10. Net Revenue/(Deficit) = (5) – (9) (Attach explanation if deficit for PNSC) $________

List Trip Participants, indicating Non-PNSC Members (NM):

________________________ ________________________ ________________________
________________________ ________________________ ________________________
________________________ ________________________ ________________________
________________________ ________________________ ________________________