

**Northern California  
Chapter**



***Rally Reconciliation Form***

***v1.0***

***27 Jun 2009***

## **Purpose of the Rally Reconciliation Form:**

The purpose of the Rally Reconciliation Form is to simplify and standardize the way in which NorCal Chapter rally income and expenses are tracked by Wagonmasters and how the rally financial records are reviewed and maintained by the NorCal Chapter Treasurer.

## **Helpful Hints:**

- Remember that the ideal financial goal of a rally is to *break even*...meaning that the rally fees charged for the rally *exactly* cover the expenses incurred by putting on the rally. In reality, this will never happen, but it is the goal of the Wagonmaster to get as close to break even as possible.
- As rally fees and forms are received from chapter members, the Wagonmaster should complete the **Rally Income** section of the form to record rally attendees and fees received.
- As rally expenses are incurred, the Wagonmaster should complete the **Rally Expenses** section of the form for each expense.
- Save all receipts for rally expenses as they (or copies of them) will need to be turned in to the chapter Treasurer with the completed Rally Reconciliation Form.



## Rally Expenses

<b>Rally Invitations</b> (e.g. envelopes/paper/copies/postage/etc.)	\$
<b>Food</b> (e.g. basic food expenses, water, coffee, napkins, cups, charcoal, etc.)	\$
<b>Catering Services</b> (e.g. expenses for catered meal services)	\$
<b>RV Park Fees</b> (e.g. parking fee, clubhouse fee, etc.)	\$
<b>Entertainment</b> (hired performers, etc.)	\$
<b>Deposits Paid</b> <i>Specify:</i>	\$
<b>OTHER</b> <i>Specify:</i>	\$
<b>OTHER</b> <i>Specify:</i>	\$
<b>OTHER</b> <i>Specify:</i>	\$
<b>OTHER</b> <i>Specify:</i>	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>

## Rally Profit / Loss

To calculate Rally Profit / Loss, enter TOTAL amounts from above tables.

TOTAL INCOME	TOTAL EXPENSES	PROFIT or LOSS ( = Income - Expenses )
\$	\$	\$

## After Rally:

- Please return this completed form along with all rally receipts (or copies of receipts) to the NorCal Chapter Treasurer so that the form may be reviewed by both the Treasurer and President.
- If the rally resulted in a PROFIT, please include a check (*payable to NorCal ACA*) for the Treasurer to deposit in the chapter checking account.
- If the rally resulted in a LOSS, the Treasurer will issue a check to reimburse you for the excess expenses after review/approval by both the Treasurer and President.