

CLAN DOUGLAS SOCIETY of NORTH AMERICA

CDSNA Regent Event Reconciliation REVENUES COLLECTED Form, page 1 of 3

Name of Games:	Date of Games: / /
Regent's Name:	Phone Number: () -
Regent's Email Address:	

Use Comments section to explain unusual check items, for example:

- a. One person paying for another
- b. A combined check of dues & store goods
- c. A combined check paying for several members who had paid cash

Check #	NAME CHECKS ENCLOSED:	Amount	Comments (a, b, or c)	
		\$		Instructions (pages 1-3) 1. Do not mail cash. Deposit cash and write a personal check payable to Clan Douglas Society 2. List all checks on this page, page 1 3. List all New and Renewal Members on page 2 4. List all Store Goods sold on page 3 5. TOTAL of CHECKS ENCLOSED should equal TOTAL COLLECTED 6. New Member Dues + Renewals + Store Sales should equal TOTAL COLLECTED
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		(from page 2) Total New Members Dues Collected \$
		\$		(from page 2) Total Renewals Dues Collected \$
		\$		(from page 3) Total Store Sales Collected \$
		\$		-----
TOTAL of CHECKS ENCLOSED		\$		TOTAL COLLECTED \$

CDSNA Store Goods Reconciliation Form, page 3 of 3

Name of Games:	Date of Games: / /
Regent's Name:	Phone Number: () -
Regent's Email Address:	

Description of Item	Size	Quantity	Amount Collected
\$7 - Lapel Pin - Belted Heart of Bruce			\$
\$10 - Cookbook - The Douglas Larder			\$
\$20 - A Guide to Douglas Landmarks			\$
\$22 - Cap Badge - Heart of Bruce Pewter (CDSNA Exclusive design)			\$
\$22 - Kilt Pin - Sword-Heart of Bruce Pewter (CDSNA Exclusive design)			\$
OTHER – Please List			\$
OTHER – Please List			\$
\$20 – Women's Winged Heart T-Shirts - Adult S-2X - BLACK Only S: # shirts <input type="text"/> M: # shirts <input type="text"/> L: # shirts <input type="text"/> XL: # shirts <input type="text"/> 2X: # shirts <input type="text"/>	Indicate # of each size sold at left	Total # of WH T-shirts <input type="text"/>	\$
\$20 - T-Shirts - Adult S-3X - Blue Only Clan Douglas Front – Belted Heart of Bruce Back S: # shirts <input type="text"/> M: # shirts <input type="text"/> L: # shirts <input type="text"/> XL: # shirts <input type="text"/> 2X: # shirts <input type="text"/> 3X: # shirts <input type="text"/>	Indicate # of each size sold at left	Total # of T-shirts <input type="text"/>	\$
\$28 - Women's Embroidered Thistle Golf Shirts - Adult S-2X - LIGHT BLUE Only S: # shirts <input type="text"/> M: # shirts <input type="text"/> L: # shirts <input type="text"/> XL: # shirts <input type="text"/> 2X: # shirts <input type="text"/>	Indicate # of each size sold at left	Total # of Women's GS <input type="text"/>	\$
\$26 - Men's Golf Shirts - Adult - S-3X Embroidered Shield - in Blue (BL) or Green (GR) S: # shirts = <input type="text"/> ^{BL} <input type="text"/> ^{GR} M: # shirts = <input type="text"/> ^{BL} <input type="text"/> ^{GR} L: # shirts = <input type="text"/> ^{BL} <input type="text"/> ^{GR} XL: # shirts = <input type="text"/> ^{BL} <input type="text"/> ^{GR} 2X: # shirts = <input type="text"/> ^{BL} <input type="text"/> ^{GR} 3X: # shirts = <input type="text"/> ^{BL} <input type="text"/> ^{GR}	Indicate # of each size sold at left	Total # of Men's GS <input type="text"/>	\$
TOTAL COLLECTED			\$

Clan Douglas Society of North America, Ltd.

501(c)(3) organization, EIN: 63-0908133

REQUEST FOR REIMBURSEMENT AND/OR CONTRIBUTION ACKNOWLEDGEMENT

Payable/Acknowledgement to: (Please Print)

Regent Name:	
Address:	
City, St, Zip:	
Name of Game:	
Date(s) and Location:	/ / in

I request payment / contribution acknowledgement
for the following expenses incurred on behalf of the
Clan Douglas Society of N.A. (receipts attached)

SIGN BELOW

Please mail this form
with copies of all receipts
to the CDSNA Secretary:

Carol J Morton-Bianchini,
Secretary
PO Box 6974

Portland, OR 97228
(call/text) 971.300.8593

DouglasSecretary@comcast.net

COSTS		↓ subtract REIMBURSEMENT for Games ↓ Reimbursement requested \$	REIMBURSEMENT		Number of New Members		Amt Collected							
Game Sponsorship (tent space)	\$		CDSNA allows for a per event reimbursement of \$125.00 maximum. This amount is optional.	↓ Additional ↓ ↓ Reimbursements ↓		joining at game:	→	\$						
Lodging	\$					CDSNA Acknowledgement and Approval		Date: _____ \$ _____		Approved by: _____ (Signature of CDSNA Secretary)				
Meals	\$													
Travel (_____ miles @ \$0.14 / mile)	\$													
Other (describe below)	\$													
TOTAL COST of GAMES	\$													
CONTRIBUTION \$ _____ (TOTAL COST less requested REIMBURSEMENT)				Number of Members								Amt Collected		
<i>Regents Games Kit Shipping Expenses to:</i>		\$	↓ Additional ↓ ↓ Reimbursements ↓		↓ subtract REIMBURSEMENT for Games ↓ Reimbursement requested \$		↓ Additional ↓ ↓ Reimbursements ↓							
<i>Officer Expenses:</i>		\$												
<i>Store Sales Commission: Sales: \$ _____ x 10%</i>		\$												
Total Reimbursement		\$												
CONTRIBUTION \$ _____ (TOTAL COST less requested REIMBURSEMENT)									renewing dues:		→	\$		
CONTRIBUTION \$ _____ (TOTAL COST less requested REIMBURSEMENT)									Date: _____ \$ _____		Approved by: _____ (Signature of CDSNA Secretary)			

Other Description: Please provide description of costs, expenses, and activities in which all expenses were incurred.