

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)	
		\$		<p>Instructions (pages 1-3)</p> <p>1. Do not mail cash. Deposit cash and write a personal check payable to Clan Douglas</p> <p>2. List all checks on this page, page 1</p> <p>3. List all New and Renewal Members on page 2</p> <p>3. List all Store Goods sold on page 3</p> <p>4. TOTAL of CHECKS ENCLOSED should equal TOTAL COLLECTED</p> <p>5. New Member Dues + Renewals + Store Sales should equal TOTAL COLLECTED</p>
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		(from page 2) Total Renewals Dues Collected \$
		\$		
		\$		(from page 3) Total Store Sales Collected \$
		\$		New Members Dues + Renewals Dues + Store Sales =
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	Color	Quantity	Amount Collected
\$5 - License Frame	N/A	N/A		\$
\$7 - Lapel Pin - Belted Heart of Bruce	N/A	N/A		\$
\$10 - Cookbook - The Douglas Larder	N/A	N/A		\$
\$10 - Name Badges - special order – keep record of name, city & state for storekeeper	N/A	N/A		\$
\$20 - A Guide to Douglas Landmarks	N/A	N/A		\$
\$22 - Kilt Pin - Sword-Heart of Bruce Pewter	N/A	N/A		\$
\$22 - Cap Badge - Heart of Bruce Pewter	N/A	N/A		\$
\$20 - T-Shirts - Clan Douglas Front - Belted Heart of Bruce Back - Blue Adult S-3X S = M = L = XL = 2X = 3X =	Indicate # of each size sold at left	# sold in BI =	Total # of T-shirts	\$
\$28 - Women's Golf Shirts - Embroidered Thistle light Blue - Adult S-2X S = M = L = XL = 2X =	Indicate # of each size sold at left	# sold in Lt BI =	Total # of W G-shirts	\$
\$26 - Men's Golf Shirts- Embroidered Shield Blue or Green - Adult - S-3X S = M = L = XL = 2X = 3X =	Indicate # of each size sold at left	# sold in BI = Gr =	Total # of M G-shirts	\$
Other (describe):				\$
Other (describe):				\$
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:

Jim Morton
Secretary,
626 Mountain Lake Cr
Blue Ridge, GA 30513
770-949-4797

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 \$75.00 maximum. This amount is optional.	↓ Additional ↓ ↓ Reimbursements ↓	Number of New Members	→	\$	
Lodging	\$				joining at game:			
Meals	\$							
Travel (_____ miles @ \$0.14 / mile)	\$							
Other (describe below)	\$							
TOTAL COST of GAMES	\$							
CONTRIBUTION \$ _____ (TOTAL COST less requested REIMBURSEMENT)				CDSNA Acknowledgement and Approval		Date: _____ \$ _____		
<i>Regents Games Kit Shipping Expenses to:</i>				Approved by:		_____		
<i>Officer Expenses:</i>				_____		(Signature of CDSNA Secretary)		
<i>Store Sales Commission: Sales: \$ _____ x 10%</i>				_____		_____		
Total Reimbursement				_____		_____		

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