

# 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)	
		\$		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Instructions</b> (pages 1-3)</p> <ol style="list-style-type: none"> <li>1. Do not mail cash. Deposit cash and write a personal check <b>payable to Clan Douglas Society</b></li> <li>2. List all checks on this page, page 1</li> <li>3. List all New and Renewal Members on page 2</li> <li>4. List all Store Goods sold on page 3</li> <li>5. TOTAL of CHECKS ENCLOSED should equal <b>TOTAL COLLECTED</b></li> <li>6. New Member Dues + Renewals + Store Sales should equal <b>TOTAL COLLECTED</b></li> </ol> </div>
		\$		
		\$		
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		\$		
		\$		
		\$		
		\$		(from page 2)    Total New Members Dues Collected    \$
		\$		(from page 2)    Total Renewals Dues Collected    \$
		\$		(from page 3)    Total Store Sales Collected    \$
		\$		-----
<b>TOTAL of CHECKS ENCLOSED</b>		<b>\$</b>		<b>TOTAL COLLECTED</b> <b>\$</b>



## 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			\$
<b>\$20 – Women's Winged Heart T-Shirts - Adult S-2X - BLACK Only</b> 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"/>	\$
<b>\$20 - T-Shirts - Adult S-3X - Blue Only    Clan Douglas Front – Belted Heart of Bruce Back</b> 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"/>	\$
<b>\$28 - Women's Embroidered Thistle Golf Shirts - Adult S-2X - LIGHT BLUE Only</b> 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"/>	\$
<b>\$26 - Men's Golf Shirts - Adult - S-3X    Embroidered Shield - in Blue (BL) or Green (GR)</b> S: # shirts = <input type="text"/> <input type="text"/> M: # shirts = <input type="text"/> <input type="text"/> L: # shirts = <input type="text"/> <input type="text"/> XL: # shirts = <input type="text"/> <input type="text"/> 2X: # shirts = <input type="text"/> <input type="text"/> 3X: # shirts = <input type="text"/> <input type="text"/>	Indicate # of each size sold at left	Total # of Men's GS <input type="text"/>	\$
<b>TOTAL COLLECTED</b>			<b>\$</b>

# 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

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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](mailto:DouglasSecretary@comcast.net)

COSTS			REIMBURSEMENT		Number of New Members		Amt Collected	
Game Sponsorship (tent space)	\$		↓ subtract REIMBURSEMENT for Games ↓ <b>Reimbursement requested   \$</b>	CDSNA allows for a per event reimbursement of \$75.00 maximum. This amount is optional.				
Lodging	\$	→			\$			
Meals	\$							
Travel ( _____ miles @ \$0.14 / mile)	\$							
Other (describe below)	\$							
<b>TOTAL COST of GAMES</b>	\$			Number of Members		Amt Collected		
				renewing dues:	→	\$		
<b>CONTRIBUTION</b>		↓ Additional ↓		<div style="border: 1px dashed black; padding: 10px;"> <p style="text-align: center;"><b>CDSNA Acknowledgement and Approval</b></p> <p>Date: _____ \$ _____</p> <p style="text-align: center;"><b>Approved by:</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Signature of CDSNA Secretary)</p> </div>				
(TOTAL COST less requested REIMBURSEMENT)		↓ Reimbursements ↓						
<i>Regents Games Kit Shipping Expenses to:</i>		\$						
<i>Officer Expenses:</i>		\$						
<i>Store Sales Commission: Sales: \$ _____ x 10%</i>		\$						
<b>Total Reimbursement</b>		\$						

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