

REUNION FINANCIAL REPORT*

Class of _____

Reunion dates _____

Income

| <u>Item</u> | <u>Cost per</u> | <u>Estimated Number</u> | <u>Budgeted</u> | <u>Actual number</u> | <u>Actual</u> |
|-----------------------------------|-----------------|-----------------------------|-----------------|--------------------------|---------------|
| Dues: One year | | | | | |
| Dues: Five year | | | | | |
| Dues: Life | | | | | |
| Class registration fees | | | | | |
| Contributions from officers, etc. | | | | | |
| Loan from class treasury | | | | | |
| Other | | | | | |
| Total income: | | | | | |

Expenses

| <u>Item</u> | <u>Cost per</u> | <u>Estimated Number</u> | <u>Budget</u> | <u>Actual number</u> | <u>Actual</u> |
|--|-----------------|-----------------------------|---------------|--------------------------|---------------|
| Travel and/or meal expenses for Reunion chair and co-chair or one other officer to observe reunion prior to you class' reunion. | | | | | |
| Fall newsletter | | | | | |
| Winter newsletter | | | | | |
| Spring newsletter | | | | | |
| Reimbursements to officers for class business expenses (<i>conference calls, phone bills, postage, etc.</i>) | | | | | |
| Class officer meeting (<i>travel, lodging, meals</i>) | | | | | |
| Headquarter expenses (<i>decorations, tape, markers, refreshments, etc.</i>) | | | | | |
| Nametags | | | | | |
| Centerpieces/decorations for meals | | | | | |
| Classbook (<i>see notes</i>) | | | | | |
| Gifts to recognize classmates who help with reunion (<i>optional</i>) | | | | | |
| Honoraria for faculty speakers (<i>optional</i>) | | | | | |
| Questionnaire | | | | | |
| Parade signs | | | | | |
| Novelty items: "spiffs" - T-shirts, hats, coffee mugs, glasses, etc. (<i>price each x anticipated attendees - generally classmates only</i>) | | | | | |
| Travel grants | | | | | |
| Reimburse loan from class treasury | | | | | |
| Contingencies | | | | | |
| Observer meals for class following | | | | | |
| Unpaid meals | | | | | |
| Class gift | | | | | |
| Other | | | | | |
| Total income: | | | | | |

* this is the basic framework for a reunion financial report; items can be added as needed by adding rows in the spreadsheet.