

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>Budgeted</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 (conference calls, phone bills, postage, etc.)	_____	_____	_____	_____	_____
Class officer meeting (travel, lodging, meals)	_____	_____	_____	_____	_____
Headquarter expenses (decorations, tape, markers, refreshments, etc.)	_____	_____	_____	_____	_____
Nametags	_____	_____	_____	_____	_____
Centerpieces/decorations for meals	_____	_____	_____	_____	_____
Classbook (see notes)	_____	_____	_____	_____	_____
Gifts to recognize classmates who help with reunion (optional)	_____	_____	_____	_____	_____
Honoraria for faculty speakers (optional)	_____	_____	_____	_____	_____
Questionnaire	_____	_____	_____	_____	_____
Parade signs	_____	_____	_____	_____	_____
Novelty items: "spiffs" - T-shirts, hats, coffee mugs, glasses, etc. (price each x anticipated attendees - generally classmates only)	_____	_____	_____	_____	_____
Travel grants	_____	_____	_____	_____	_____
Reimburse loan from class treasury	_____	_____	_____	_____	_____
Contingencies	_____	_____	_____	_____	_____
Observer meals for class following	_____	_____	_____	_____	_____
Unpaid meals	_____	_____	_____	_____	_____
Class gift	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Total expenses:			_____		_____
Net to class treasury:			_____		_____

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