

Oakwood Event Tracking Form



The Oakwood Club Inc
Minnesota's Premier Nudist Club

Event Name: _____

Date of event: _____

Person Submitting
 event Results: _____

Income

Amount	Line Item	Description
	A	From members
	B	From guest
	C	Sub-total (add lines A & B)
	D	Expense total
	E	Net Proceeds (Subtract D from C)
	F	Fund to apply Net Proceeds to: _____

Instructions:

All checks should be made payable to the "The Oakwood Club, Inc"

For 990 Tax Purposes Oakwood has to track income from members separately from non-members.

Please keep track of this when receiving money.

Line A - Total of the income received from Members

Line B - Total of the income received from Guests

Line C - Add Lines A & B

Line D - Attach all receipts and place total on Line D

Line E - Subtract expenses (Line D) from Income (Line C)

Line F - If a fund is not specified, proceeds will be directed to the general fund.

Place this form, monies received, and receipts in an envelope and give to the treasurer within 10 days after the event.

I submit this information for Oakwood's accounting purposes. I pledge the above information is accurate.

Signed: _____
 (Event Host)

Date: _____

Signed: _____
 (Social Committee Chair)

Date: _____