

**TABLE OF CONTENTS**

**1. Appendices .....2**  
*Appendix - A. Sample Inbound Budget ..... 3*  
*Appendix - B. Sample Outbound Budget..... 4*  
*Appendix - C. Blank Budget..... 5*  
*Appendix - D. Sample Inbound Event Planner ..... 6*  
*Appendix - E. Sample Outbound Event Planner..... 8*  
*Appendix - F. Blank Event Planner..... 9*  
*Appendix - G. Sample Inbound Journal..... 13*  
*Appendix - H. Sample Outbound Journal ..... 14*  
*Appendix - I. Blank Journal ..... 15*  
*Appendix - J. Sample Inbound Source and Use of Funds Report ..... 16*  
*Appendix - K. Sample Outbound Source and Use of Funds Report ..... 17*  
*Appendix - L. Blank Source and Use of Funds Report ..... 18*

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

## Appendices

The following Appendices contain blank templates that can be used for maintaining the records of the exchange.

In addition, a sample Inbound and Outbound exchange is provided for each template to get an idea of what the completed template looks like.

Finally, for those who are familiar with and have access to Microsoft Excel, an Excel spreadsheet contains all of the templates.

NOTE: The templates were first developed in Microsoft Excel and then put into this Microsoft Word document. It was necessary to modify the templates slightly so they would print properly in Microsoft Word. As such, there are minor differences in the way the templates look between the Microsoft Word version and the Microsoft Excel version (in particular the Journal and the Event Planner)

These appendices together with the manual and Excel spreadsheet are available on the FFO website at [www.friendshipforceottawa.ca](http://www.friendshipforceottawa.ca)

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - A. Sample Inbound Budget*

<b>BUDGET</b>												
Item	ESTIMATED EXPENSE BUDGET			TO COLLECT FROM AMBASSADORS			TO COLLECT FROM HOSTS			Miscellaneous Funds		
	Qty	Unit Price	Total Cost	Qty	Unit Price	Total Funds from Ambassadors	Qty	Unit Price	Total Funds from Hosts	Qty	Unit Price	Total Misc Funds
Event #1 - Welcome Party			1,060.00			390.00			520.00			150.00
Event #2 - Farewell Party			1,210.00			300.00			900.00			-
Event #3 - (insert event name here)			-			-			-			-
Event #4 - (insert event name here)			-			-			-			-
Event #5 - (insert event name here)			-			-			-			-
Event #6 - (insert event name here)			-			-			-			-
Gift Bags	15	7.50	112.50	15	7.50	112.50		7.50	-			-
Ambassador Booklets	15	2.55	38.25	15	3.00	45.00		3.00	-			-
Host Booklets			-			-		-	-			-
Photographs	20	5.00	100.00	15	7.00	105.00		7.00	-			-
Exp blank 1			-			-		-	-			-
Exp blank 2			-			-		-	-			-
Exp blank 3			-			-		-	-			-
Exp blank 4			-			-		-	-			-
Exp blank 5			-			-		-	-			-
Exp blank 6			-			-		-	-			-
Exp blank 7			-			-		-	-			-
Exp blank 8			-			-		-	-			-
Exp blank 9			-			-		-	-			-
Exp blank 10			-			-		-	-			-
Exp blank 11			-			-		-	-			-
Exp blank 12			-			-		-	-			-
Exp blank 13			-			-		-	-			-
Exp blank 14			-			-		-	-			-
Exp blank 15			-			-		-	-			-
<b>TOTALS</b>			<b>2,520.75</b>			<b>952.50</b>			<b>1,420.00</b>			<b>150.00</b>

<b>BUDGET</b>	
<b>Source of Funds</b>	
Ambassador Receipts	952.50
Host Receipts	1,420.00
Miscellaneous Receipts	150.00
<b>Total Source of Funds</b>	<b>2,522.50</b>
<b>Total Expenses</b>	<b>2,520.75</b>
<b>Net Surplus / (Deficit)</b>	<b>1.75</b>

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - B. Sample Outbound Budget*

<b>BUDGET for Outbound Sample Exchange</b>													
Tab Name	Item	ESTIMATED EXPENSE BUDGET			TO COLLECT FROM AMBASSADORS			TO COLLECT FROM HOSTS			Miscellaneous Funds		
		Qty	Unit Price	Total Cost	Qty	Unit Price	Total Funds from Ambassadors	Qty	Unit Price	Total Funds from Hosts	Qty	Unit Price	Total Misc Funds
Event #1	Event #1 - Welcome Party			-			-			-			-
Event #2	Event #2 - Farewell Party			-			-			-			-
Event #3	Event #3 - (insert event name here)			-			-			-			-
Event #4	Event #4 - (insert event name here)			-			-			-			-
Event #5	Event #5 - (insert event name here)			-			-			-			-
Event #6	Event #6 - (insert event name here)			-			-			-			-
	Gift Bags			-			-			-			-
	Ambassador Booklets			-			-			-			-
	Host Booklets			-			-			-			-
	Photographs			-			-			-			-
	Funds paid to Host group	10	150.00	1,500.00	10	150.00	1,500.00		150.00	-			-
	Miscellaneous Administrative Costs	1	100.00	100.00	10	10.00	100.00		10.00	-			-
	Bank fees to transfer funds	1	110.00	110.00	10	11.00	110.00		11.00	-			-
	Exp blank 6			-			-			-			-
	Exp blank 7			-			-			-			-
	Exp blank 8			-			-			-			-
	Exp blank 9			-			-			-			-
	Exp blank 10			-			-			-			-
	Exp blank 11			-			-			-			-
	Exp blank 12			-			-			-			-
	Exp blank 13			-			-			-			-
	Exp blank 14			-			-			-			-
	Exp blank 15			-			-			-			-
	<b>TOTALS</b>			<b>1,710.00</b>			<b>1,710.00</b>			<b>-</b>			<b>-</b>
	<b>BUDGET for Outbound Sample Exchange</b>												
	<b>Source of Funds</b>												
	Ambassador Receipts			1,710.00									
	Host Receipts			-									
	Miscellaneous Receipts			-									
	<b>Total Source of Funds</b>			<b>1,710.00</b>									
	<b>Total Expenses</b>												
				1,710.00									
	<b>Net Surplus / (Deficit)</b>												
				-									

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - C. Blank Budget*

<b>BUDGET for Exchange</b>												
Item	ESTIMATED EXPENSE BUDGET			TO COLLECT FROM AMBASSADORS			TO COLLECT FROM HOSTS			Miscellaneous Funds		
	Qty	Unit Price	Total Cost	Qty	Unit Price	Total Funds from Ambassadors	Qty	Unit Price	Total Funds from Hosts	Qty	Unit Price	Total Misc Funds
Event #1 - Welcome Party			-			-			-			-
Event #2 - Farewell Party			-			-			-			-
Event #3 - [insert event name here]			-			-			-			-
Event #4 - [insert event name here]			-			-			-			-
Event #5 - [insert event name here]			-			-			-			-
Event #6 - [insert event name here]			-			-			-			-
Gift Bags			-			-			-			-
Ambassador Booklets			-			-			-			-
Host Booklets			-			-			-			-
Photographs			-			-			-			-
Exp blank 1			-			-			-			-
Exp blank 2			-			-			-			-
Exp blank 3			-			-			-			-
Exp blank 4			-			-			-			-
Exp blank 5			-			-			-			-
Exp blank 6			-			-			-			-
Exp blank 7			-			-			-			-
Exp blank 8			-			-			-			-
Exp blank 9			-			-			-			-
Exp blank 10			-			-			-			-
Exp blank 11			-			-			-			-
Exp blank 12			-			-			-			-
Exp blank 13			-			-			-			-
Exp blank 14			-			-			-			-
Exp blank 15			-			-			-			-
<b>TOTALS</b>			<b>-</b>			<b>-</b>			<b>-</b>			<b>-</b>
<b>BUDGET for Exchange</b>												
<b>Source of Funds</b>												
Ambassador Receipts			-									
Host Receipts			-									
Miscellaneous Receipts			-									
<b>Total Source of Funds</b>			<b>-</b>									
<b>Total Expenses</b>												
			-									
<b>Net Surplus / (Deficit)</b>			<b>-</b>									



## Friendship Force Ottawa (FFO) Club Exchange Treasurer Guide - APPENDICES

Event #2		Farewell Party									
Event #2 - Farewell Party											
<b>Expenses</b>		<b>Estimated \$</b>	<b>Source of Funds</b>		<b>Estimated \$</b>	<b>Summary - Source and Use of Funds</b>					
Total Site	200.00	Total Admissions-Ambassadors	300.00	<b>Source of Funds</b>		<b>Estimated \$</b>					
Total Decorations	35.00	Total Admissions-Hosts	900.00	Total Admissions-Ambassadors	300.00	Total Admissions-Hosts	900.00				
Total Publicity	-	Total Miscellaneous Source of Funds	-	Total Admissions-Hosts	900.00	Total Miscellaneous Source of Funds	-				
Total Refreshments	800.00										
Total Program	100.00										
Total Prizes	40.00										
Total Miscellaneous	35.00										
<b>Total Expenses</b>	<b>1,210.00</b>	<b>Total Source of Funds</b>	<b>1,200.00</b>								
<b>Site</b>		<b>Estimated</b>	<b>Admissions-Ambassadors</b>		<b>Estimated #</b>	<b>what</b>	<b>unit price</b>	<b>Estimated</b>			
Room and hall fees	100.00		15	Ambassadors	20.00	300.00					
Site staff						300.00					
Equipment						300.00					
Tables and chairs	100.00										
blank											
blank											
Total Site	200.00										
<b>Decorations</b>			<b>Admissions-Hosts</b>		<b>Estimated #</b>	<b>what</b>	<b>unit price</b>	<b>Estimated</b>			
Flowers			45	Hosts	20.00	900.00					
Candles						900.00					
Lighting											
Balloons											
Paper supplies	35.00										
blank											
Total Decorations	35.00										
<b>Publicity</b>			<b>Miscellaneous Source of Funds</b>		<b>Estimated #</b>	<b>what</b>	<b>unit price</b>	<b>Estimated</b>			
Photocopying/Printing											
Postage											
blank											
blank											
blank											
Total Publicity	-										
<b>Refreshments</b>											
Food	500.00										
Drinks	200.00										
Linens											
Staff and gratuities	100.00										
blank											
blank											
Total Refreshments	800.00										
<b>Program</b>											
Performers	75.00										
Speakers	25.00										
Travel											
Hotel											
blank											
blank											
Total Program	100.00										
<b>Prizes</b>											
Ribbons/Plaques/Trophies	40.00										
Gifts											
blank											
blank											
blank											
blank											
Total Prizes	40.00										
<b>Miscellaneous</b>											
Telephone											
Transportation											
Stationery supplies	35.00										
Fax services											
blank											
blank											
Total Miscellaneous	35.00										

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - E. Sample Outbound Event Planner*

Generally, there would not be a requirement for an event planner for outbound as the host group is doing all of the planning. If however one finds the need to use the event planner, follow the example for the Inbound Exchange

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - F. Blank Event Planner*

<b>Expenses</b>	<b>Estimated \$</b>
Total Site	-
Total Decorations	-
Total Publicity	-
Total Refreshments	-
Total Program	-
Total Prizes	-
Total Miscellaneous	-
<b>Total Expenses</b>	-

<b>Site</b>	<b>Estimated</b>
Room and hall fees	
Site staff	
Equipment	
Tables and chairs	
blank	
blank	
<b>Total Site</b>	-

<b>Decorations</b>	<b>Estimated</b>
Flowers	
Candles	
Lighting	
Balloons	
Paper supplies	
blank	
<b>Total Decorations</b>	-

<b>Publicity</b>	<b>Estimated</b>
Graphics work	
Photocopying/Printing	
Postage	
blank	
blank	
blank	
<b>Total Publicity</b>	-

<b>Refreshments</b>	<b>Estimated</b>
Food	
Drinks	
Linens	
Staff and gratuities	
blank	
blank	
<b>Total Refreshments</b>	-

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

Expenses continued

**Program**

Performers	
Speakers	
Travel	
Hotel	
blank	
blank	
<b>Total Program</b>	<b>-</b>

**Prizes**

Ribbons/Plaques/Trophies	
Gifts	
blank	
blank	
blank	
blank	
<b>Total Prizes</b>	<b>-</b>

**Miscellaneous**

Telephone	
Transportation	
Stationery supplies	
Fax services	
blank	
blank	
<b>Total Miscellaneous</b>	<b>-</b>

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

<b>Source of Funds</b>	<b>Estimated \$</b>
Total Admissions-Ambassadors	-
Total Admissions-Hosts	-
Total Miscellaneous Source of Funds	-
<hr/>	
<b>Total Source of Funds</b>	<b>-</b>

<b>Admissions-Ambassadors</b>			<b>Estimated</b>
<b>Estimated #</b>	<b>what</b>	<b>unit price</b>	
	Ambassadors		-
Total Admissions-Ambassadors			-

<b>Admissions-Hosts</b>			
<b>Estimated #</b>	<b>what</b>	<b>unit price</b>	
	Hosts	-	-
Total Admissions-Hosts			-

<b>Miscellaneous Source of Funds</b>			
<b>Estimated #</b>	<b>what</b>	<b>unit price</b>	
			-
			-
			-
			-
			-
			-
Total Miscellaneous Source of Funds			-

## Summary - Source and Use of Funds

<b>Source of Funds</b>	<b>Estimated \$</b>
Total Admissions-Ambassadors	-
Total Admissions-Hosts	-
Total Miscellaneous Source of Funds	-
<b>Total Source of Funds</b>	<hr/> <hr/> -
<b>Expenses</b>	
Total Site	-
Total Decorations	-
Total Publicity	-
Total Refreshments	-
Total Program	-
Total Prizes	-
Total Miscellaneous	-
<b>Total Expenses</b>	<hr/> <hr/> -
<b>Net Source and Use of Funds</b>	<hr/> <hr/> <hr/> -

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - G. Sample Inbound Journal*

<b>JOURNAL</b>		Balanced					
Date	chq # Deposit #	Item <i>(exactly as typed in Budget below)</i>	Bank Deposit	Bank Withdrawl	Accumulated Total	Receipt #	Description
		Opening Balance	50.00		50.00		
	A	Ambassador Receipts	1,000.00		1,050.00		
	775	Event #1 - Welcome Party		850.29	199.71	565	caterer invoice
	776	Event #1 - Welcome Party		75.00	124.71	1195	refund joe D. for drinks
	777	Gift Bags		84.00	40.71	various	refund to ED for out of pocket exp.
	A	Miscellaneous Receipts	200.00		240.71		ABC sponsorship
	B	Host Receipts	1,700.00		1,940.71		
	778	Event #2 - Farewell Party		200.00	1,740.71	123x	xyz hall rentals
	779	Event #2 - Farewell Party		150.00	1,590.71	556	fiddlers performers
	780	Event #2 - Farewell Party		1,412.25	178.46	various	refund to John Doe for food exp
	781	Photographs		80.00	98.46	998	friendly photography inc
	782	Ambassador Booklets		45.00	53.46	various	refund mary for booklets
		<b>Closing Balance</b>			<b>53.46</b>		
		less opening Balance		50.00	3.46		
		<b>Net Surplus/Deficit</b>			<b>3.46</b>		

Item (from Budget)	Bank Deposit	Bank Withdrawl	Accumulated Total
Opening Balance	50.00	-	50.00
Ambassador Receipts	1,000.00	-	1,000.00
Host Receipts	1,700.00	-	1,700.00
Miscellaneous Receipts	200.00	-	200.00
Event #1 - Welcome Party	-	925.29	(925.29)
Event #2 - Farewell Party	-	1,762.25	(1,762.25)
Event #3 - (insert event name here)	-	-	-
Event #4 - (insert event name here)	-	-	-
Event #5 - (insert event name here)	-	-	-
Event #6 - (insert event name here)	-	-	-
Gift Bags	-	84.00	(84.00)
Ambassador Booklets	-	45.00	(45.00)
Host Booklets	-	-	-
Photographs	-	80.00	(80.00)
Exp blank 1	-	-	-
Exp blank 2	-	-	-
Exp blank 3	-	-	-
Exp blank 4	-	-	-
Exp blank 5	-	-	-
Exp blank 6	-	-	-
Exp blank 7	-	-	-
Exp blank 8	-	-	-
Exp blank 9	-	-	-
Exp blank 10	-	-	-
Exp blank 11	-	-	-
Exp blank 12	-	-	-
Exp blank 13	-	-	-
Exp blank 14	-	-	-
Exp blank 15	-	-	-
			<b>53.46</b>

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - H. Sample Outbound Journal*

<b>JOURNAL</b>		<b>Balanced</b>					
<b>Date</b>	<b>chq # Deposit #</b>	<b>Item (exactly as typed in Budget below)</b>	<b>Bank Deposit</b>	<b>Bank Withdrawal</b>	<b>Accumulated Total</b>	<b>Receipt #</b>	<b>Description</b>
		Opening Balance			-		
2012/02/15	a	Ambassador Receipts	1,710.00		1,710.00		10 cheques @ \$171 from each of Ambassadors
2012/03/06	bank draft	bank fees to transfer funds		95.00	1,615.00		Bank charges for Bank draft
2012/03/06	bank draft	funds paid to host group		1,500.00	115.00		bank draft to FF group @ \$150 for 10 ambassadors
2012/05/20		funds paid to host group	300.00		415.00		refund unspent funds from FF host
2012/06/04	256	Ambassador Receipts		41.50	373.50		Refund to ambassador #1
2012/06/04	257	Ambassador Receipts		41.50	332.00		Refund to ambassador #2
2012/06/04	258	Ambassador Receipts		41.50	290.50		Refund to ambassador #3
2012/06/04	259	Ambassador Receipts		41.50	249.00		Refund to ambassador #4
2012/06/04	260	Ambassador Receipts		41.50	207.50		Refund to ambassador #5
2012/06/04	261	Ambassador Receipts		41.50	166.00		Refund to ambassador #6
2012/06/04	262	Ambassador Receipts		41.50	124.50		Refund to ambassador #7
2012/06/04	263	Ambassador Receipts		41.50	83.00		Refund to ambassador #8
2012/06/04	264	Ambassador Receipts		41.50	41.50		Refund to ambassador #9
2012/06/04	265	Ambassador Receipts		41.50	-		Refund to ambassador #10

<b>Item (from Budget)</b>	<b>Bank Deposit</b>	<b>Bank Withdrawal</b>	<b>Accumulated Total</b>
Opening Balance	-	-	-
Ambassador Receipts	1,710.00	415.00	1,295.00
Host Receipts	-	-	-
Miscellaneous Receipts	-	-	-
Event #1 - Welcome Party	-	-	-
Event #2 - Farewell Party	-	-	-
Event #3 - [insert event name here]	-	-	-
Event #4 - [insert event name here]	-	-	-
Event #5 - [insert event name here]	-	-	-
Event #6 - [insert event name here]	-	-	-
Gift Bags	-	-	-
Ambassador Booklets	-	-	-
Host Booklets	-	-	-
Photographs	-	-	-
Funds paid to Host group	300.00	1,500.00	(1,200.00)
Miscellaneous Administrative Costs	-	-	-
Bank fees to transfer funds	-	95.00	(95.00)
Exp blank 6	-	-	-
Exp blank 7	-	-	-
Exp blank 8	-	-	-
Exp blank 9	-	-	-
Exp blank 10	-	-	-
Exp blank 11	-	-	-
Exp blank 12	-	-	-
Exp blank 13	-	-	-
Exp blank 14	-	-	-
Exp blank 15	-	-	-



Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - J. Sample Inbound Source and Use of Funds Report*

<b>Summary - Source and Use of Funds</b>				
	<b>Source of Funds</b>	<b>Estimated \$</b>	<b>Actual \$</b>	<b>Variance</b>
	Ambassador Receipts	952.50	1,000.00	47.50
	Host Receipts	1,420.00	1,700.00	280.00
	Miscellaneous Receipts	150.00	200.00	50.00
	<b>Total Source of Funds</b>	<b>2,522.50</b>	<b>2,900.00</b>	<b>377.50</b>
	<b>Expenses</b>			
	Event #1 - Welcome Party	1,060.00	925.29	(134.71)
	Event #2 - Farewell Party	1,210.00	1,762.25	552.25
	Event #3 - (insert event name here)	-	-	-
	Event #4 - (insert event name here)	-	-	-
	Event #5 - (insert event name here)	-	-	-
	Event #6 - (insert event name here)	-	-	-
	Gift Bags	112.50	84.00	(28.50)
	Ambassador Booklets	38.25	45.00	6.75
	Host Booklets	-	-	-
	Photographs	100.00	80.00	(20.00)
	Exp blank 1	-	-	-
	Exp blank 2	-	-	-
	Exp blank 3	-	-	-
	Exp blank 4	-	-	-
	Exp blank 5	-	-	-
	Exp blank 6	-	-	-
	Exp blank 7	-	-	-
	Exp blank 8	-	-	-
	Exp blank 9	-	-	-
	Exp blank 10	-	-	-
	Exp blank 11	-	-	-
	Exp blank 12	-	-	-
	Exp blank 13	-	-	-
	Exp blank 14	-	-	-
	Exp blank 15	-	-	-
	<b>Total Expenses</b>	<b>2,520.75</b>	<b>2,896.54</b>	<b>375.79</b>
	<b>Net Source and Use of Funds</b>	<b>1.75</b>	<b>3.46</b>	<b>1.71</b>

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - K. Sample Outbound Source and Use of Funds Report*

<b>Summary - Source and Use of Funds</b>				
<b>Source of Funds</b>		<b>Estimated \$</b>	<b>Actual \$</b>	<b>Variance</b>
	Ambassador Receipts	1,710.00	1,295.00	(415.00)
	Host Receipts	-	-	-
	Miscellaneous Receipts	-	-	-
	<b>Total Source of Funds</b>	<b>1,710.00</b>	<b>1,295.00</b>	<b>(415.00)</b>
<b>Expenses</b>				
	Event #1 - Welcome Party	-	-	-
	Event #2 - Farewell Party	-	-	-
	Event #3 - [insert event name here]	-	-	-
	Event #4 - [insert event name here]	-	-	-
	Event #5 - [insert event name here]	-	-	-
	Event #6 - [insert event name here]	-	-	-
	Gift Bags	-	-	-
	Ambassador Booklets	-	-	-
	Host Booklets	-	-	-
	Photographs	-	-	-
	Funds paid to Host group	1,500.00	1,200.00	(300.00)
	-	-	-	-
	Miscellaneous Administrative Costs	100.00	-	(100.00)
	-	-	-	-
	Bank fees to transfer funds	110.00	95.00	(15.00)
	Exp blank 6	-	-	-
	Exp blank 7	-	-	-
	Exp blank 8	-	-	-
	Exp blank 9	-	-	-
	Exp blank 10	-	-	-
	Exp blank 11	-	-	-
	Exp blank 12	-	-	-
	Exp blank 13	-	-	-
	Exp blank 14	-	-	-
	Exp blank 15	-	-	-
	<b>Total Expenses</b>	<b>1,710.00</b>	<b>1,295.00</b>	<b>(415.00)</b>
<b>Net Source and Use of Funds</b>				
		<b>-</b>	<b>-</b>	<b>-</b>

Friendship Force Ottawa (FFO) Club  
Exchange Treasurer Guide - APPENDICES

*Appendix - L. Blank Source and Use of Funds Report*

## Summary - Source and Use of Funds

<b>Source of Funds</b>	<b>Estimated \$</b>	<b>Actual \$</b>	<b>Variance</b>
Ambassador Receipts	-	-	-
Host Receipts	-	-	-
Miscellaneous Receipts	-	-	-
<b>Total Source of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenses</b>			
Event #1 - Welcome Party	-	-	-
Event #2 - Farewell Party	-	-	-
Event #3 - [insert event name here]	-	-	-
Event #4 - [insert event name here]	-	-	-
Event #5 - [insert event name here]	-	-	-
Event #6 - [insert event name here]	-	-	-
Gift Bags	-	-	-
Ambassador Booklets	-	-	-
Host Booklets	-	-	-
Photographs	-	-	-
Exp blank 1	-	-	-
Exp blank 2	-	-	-
Exp blank 3	-	-	-
Exp blank 4	-	-	-
Exp blank 5	-	-	-
Exp blank 6	-	-	-
Exp blank 7	-	-	-
Exp blank 8	-	-	-
Exp blank 9	-	-	-
Exp blank 10	-	-	-
Exp blank 11	-	-	-
Exp blank 12	-	-	-
Exp blank 13	-	-	-
Exp blank 14	-	-	-
Exp blank 15	-	-	-
<b>Total Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Source and Use of Funds</b>	<b>-</b>	<b>-</b>	<b>-</b>