

BEAVER AMBASSADOR CLUB
GEORGE D MORLAN, TREASURER
4941 Thornhill Drive
Acworth, GA 30101-4097
770-974-9543
Cell 404-213-4671
Email gmorlan@att.net

RALLY REPORTS

ADDENDUM TO RALLY MASTER'S HANDBOOK

We have made an effort to simplify the rally report, and this addendum supersedes the material on the rally report in the handbook proper.

The report form (attached) is pretty well self-explanatory. Note that there are instructions alongside many of the lines.

RECEIPTS

- You really must have them for all of the major items, and certainly for any expenditure of \$25 or more.
- If you do not have a receipt (e.g., for postage used from your personal stock), put a note in explaining it.
- Unless it is obvious from the name of the firm (e.g., a campground or restaurant), put a note on the receipt stating what it was for.
- Group the receipts so that the Treasurer can verify that the receipts do in fact support the entries on the rally reports. Probably the best way is to staple the receipts for each line together and put the line number on the group. But if something else works for you, that's fine.
- If you copy receipts, please make sure the copies are readable.

CATEGORIES

- We really do want you to use the categories on the rally report. We've cut down the number of them so that it is less likely that you will have to split a single receipt between multiple categories.
- Feel free to add categories if it makes sense to you to do so. For example, if your rally involves significant transportation expenses (e.g., hiring busses to get to events), you might want a category for that. Lines 13b-e are for any extra categories you may want to add.
- If it is not clear into which category an item falls, it probably does not make much difference which one you choose. (For example, a dinner cruise probably belongs in entertainment and admissions – because the entertainment aspect dominates the cost – but the republic would not fall if you put it in food.)

FORMS

- Iris Schmidt will send a report form with your rally material. The Treasurer will be happy to send you the Excel file upon request.
- There is a version of the Excel file that facilitates organizing the receipts. It is most useful for large rallies, probably not necessary for smaller ones. Feel free to use it if you wish.