

AUPE AREA COUNCIL ACTUAL EXPENDITURE FORM

AUPE Area Council:

Date Submitted:

What (Event Planned):

Where (Event Location):

When (Date Of Event):

Event Contact (Print Name):

Phone Number:

Email:

Actual Number of Attendees:

Total Money Collected from Attendees: \$

ACTUAL EXPENSES

ITEM DESCRIPTION

COST

	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses:	\$

Advanced: \$

(from HQ/deposit in Bank Account)

Collected: \$

(from Attendees, 0 if FREE/ deposit in Bank Account)

Outstanding: \$

(cheques withdrawn from Bank Account, attach receipts)

Expenses: \$

Balance (Plus or Minus): \$

(advanced + collected - outstanding - expenses)

Plus (+) = under spent: additional funds left in Bank Account for future events

Minus (-) = over spent: additional Bank Account funds were used for this event

Approved By Treasurer/Chair (Signature Required):

Please attached ALL receipts.

This form must be submitted via email to areacouncils@aupe.org within 14 days of your event.

FAILURE TO REPORT AND ATTACH RECEIPTS WILL DELAY FUTURE RELEASE OF FUNDS UNTIL SUCH TIME AS PROPER DOCUMENTATION IS RECEIVED AND VERIFIED.

Alberta Union of Provincial Employees

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AULReP

Area-Council-Expenditure Form

