



**Committee Reconciliation Report for \_\_\_\_\_**

Did you take any memberships?  Yes; complete step 1, 2, 3 & 4  No; complete step 3 & 4

Step 1:

<b>Membership Tally Table</b>			
Complete this section to include ALL Memberships taken at event (Credit Card, Cash, Cheque & Online)			
Membership Type	Rate (pp)	Quantity	Amount
Adult Membership	\$110.00		\$
Couple Membership (2 Adults)	\$198.00		\$
Family Membership (2 Adults & 2 or more children)	\$260.70		\$
Juvenile Membership (aged 13 years & under 17 years)	\$44.00		\$
Junior Membership (under 13 years – no magazine)	\$18.70		\$
Non-Competing (Magazine Subscription)	\$66.00		\$
<b>Total</b>			\$ (A)

Step 2:

<b>Individual Member Payment Details</b>		
List cheque payments made directly to ACA by the Member		
Full Name of Member/s	Chq Number	Amount
		\$
		\$
		\$
		\$
<b>Total</b>		\$ (B)

Step 3:

<b>Committee Section</b>		
List cheque payments made by the Committee to ACA		
Cheque/s from Committee	Chq/Invoice Number	Amount
Memberships		\$ (C)
Draft Fees		\$ (D)
<b>Total</b>		\$ (E)

Step 4:

<b>Totals of all Above</b>		
<b>Total Membership payments to send to ACA (step 2 &amp; 3)</b>	<b>B + C (should = A)</b>	<b>\$</b>
<b>Total of all money to send to ACA (step 2 &amp; 3)</b>	<b>B + E</b>	<b>\$</b>

List any campdraft events that you were invoiced for but **DID NOT** run: \_\_\_\_\_ Name & \_\_\_\_\_ Position \_\_\_\_\_ on \_\_\_\_\_ Committee: \_\_\_\_\_  
Signed: \_\_\_\_\_

Office Use:

Date payment processed: \_\_\_\_\_

Payment method: \_\_\_\_\_ Receipt Reference (& Committee Name if required): \_\_\_\_\_

Chq Number: \_\_\_\_\_ Name on Chq: \_\_\_\_\_ Total: \_\_\_\_\_