

FINANCIAL GUIDELINES

AUSTIN SKIERS, INC.

I. Objective and Summary

The following financial guidelines apply to all club members, officers, directors and designated agents. The fiduciary responsibility of the Executive Committee is to manage all funds entrusted to their respective functions, duties and assignments as administratively prescribed. Decisions rendered by the Executive Committee will be solely for the benefit of the general membership.

II. Executive Committee

A. Budget

In the beginning of each fiscal year, the Executive Committee prepares an annual budget plan that establishes the limits of the Club's expenses based on anticipated revenue and operating needs.

1. The Treasurer maintains all financial records and retains the appropriate documentation and receipts categorically by budget item.
2. The Treasurer will maintain a chart of accounts, which will be approved by the Executive Committee.
3. The Treasurer will retain a separate file folder for each account for audit review.
4. In preparing the annual budget plan, the Executive Committee considers the Club's anticipated revenue sources and expenses. Revenue sources include items such as membership dues, fundraisers, sponsor contributions, and net trip revenue.
5. The Executive Committee establishes the administrative operating expense categories.
6. Trips are priced to achieve an aggregate breakeven of income and expenses. Trip expenses include an administrative cost/overhead.
7. The Treasurer will provide income/expense sheet and balance sheet with data from last 2 years to the Executive Committee prior to any budget planning meetings. (See Attachments A and B).

B. Financial Management

1. It is the individual responsibility of each officer to keep expenses for his/her area of responsibility within the budget established for the fiscal year.
2. The Executive Committee has overall responsibility to control spending as established by the budget.
3. Any budget item over spending must be approved by the Executive Committee.

C. Reimbursement for Expenses

1. Round trip air travel to Texas Ski Council Delegates' Meetings will be reimbursed for coach, economy class, or the lowest fare possible, booked at least 3 weeks in advance. Receipts must be obtained for each ticket and must be attached to the IET Form when it is submitted. Airport parking at the lowest rate possible will also be reimbursed.
2. If a private automobile is used instead of air transportation, reimbursement cannot exceed the cost which would have been incurred for plane transportation booked at least 3 weeks in advance. Travel by personal automobile is reimbursable at the IRS Charity mileage rate per mile for actual mileage incurred. Fees and tolls will be reimbursed when supported by receipts. Costs of gasoline, oil, lubrication, repairs, towing charges, accidents, traffic violations, etc., will not be reimbursed.

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3. The actual cost for lunch at the Delegates meeting will be reimbursed.
4. For the Texas Ski Council Annual Bid Meeting: ½ of the actual cost of the hotel double occupancy nightly rate will be reimbursed for each person named as an official delegate by the Executive Committee. Receipts showing payment must be submitted with the IET Form.
5. For the Board Meetings: Actual costs for food & non-alcoholic beverages will be reimbursed up to the maximum amount set per meeting at the annual budget meeting. Receipts showing payment must be submitted with the IET.
6. For Mountain Travel Symposium: The cost of the basic registration will be reimbursed. Expenses for extra days are not reimbursed. If airline transportation is not included in basic registration, the guidelines for travel to delegates' meeting described above, will apply.

III. President

The President is the chief executive officer of the Club entrusted to direct and administer the business and policies of the Club. As the presiding officer, the President assures that all policies are administered in an equal, fair, proper and business-like manner.

A. Club Mail

The President or designee is responsible for securing the Club's mail from the U.S. Post Office. The President examines each item received and makes proper distribution. Questionable mail is reported to the Executive Committee as a business matter.

B. Checking Account Signature Authorization

1. Authorized checking account signatures will be determined at the beginning of the Club calendar year by the President and approved by the Executive Committee.
2. The President will be responsible to submit the authorization form with the changes to the Club's banking institution.

C. Canceled Checks

The President or designee examines each online bank statement as a confirmation of proper disbursement.

IV. Treasurer

The Treasurer is the financial officer entrusted with the receipt, care, and disbursement of all Club funds. The Treasurer is also responsible for the communication and enforcement of Club financial policies.

A. Funds Management

1. All funds tendered as payment to the Club are considered to be the property of the Club and all such funds are promptly deposited into the Club's bank account via an ATM using a Club issued deposit only debit card. The Treasurer is informed of the deposit by e-mail.

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2. The Treasurer maintains a checking account and a money market account for the Club at a banking institution as approved by the Executive Committee.
3. The Treasurer or designees promptly deposits all Club revenue received into the Club's checking account within seven working days of receipt.
4. The Treasurer or his/her designated representative will pay all Club expenses with checks drawn from the Club's checking account.
5. An Income/Expense Transmittal Form (IET Form or equivalent) must be submitted for all transactions to explain and document all revenue and expenses for the Club (See Section VII. Income/Expense Transmittal Form (IET Form)). Where applicable, receipts or other documentation is to be provided with the IET.
6. The Treasurer should issue a check within 7 days of receipt of a properly completed IET. If the IET is not properly completed, the Treasurer should notify the originator of the IET.
7. Meeting a payment deadline, such as a check for a deposit, is the responsibility of the originator of the IET and needs to be closely coordinated with the Treasurer.
8. Expense payment checks in the amount of \$5,000 or more require two (2) approvals. The approval may be obtained via e-mail.
9. The Treasurer accounts for all income and expenses using Quick Books Pro computer software or other accounting software approved by the Executive Committee.
10. Using the Income/Expense Transmittal Forms, the Treasurer will maintain a complete accounting trail of all transactions to allow proper audit of all financial transactions.
11. Separate deposits should be used for each applicable income IET Form submitted. The IET Form provides the documentation for the deposit. Alternatively, Trip Chairs may use their updated Trip Tracking Workbook as documentation of the deposit.
12. The Treasurer should manage funds between the checking and money market accounts to maximize the total earned interest to the Club. The schedule of expected payments from the VP of Trips should be used to accomplish this.
13. A returned check fee of \$25 will be charged for each returned check.

B. Financial Reports

1. The Treasurer prepares and presents financial reports to the Executive Committee monthly and as otherwise directed for review and analysis.
2. Monthly financial reports will include both Income/Expense Report and Balance Sheet with budget comparisons (see Attachments C and D).
3. The Income/Expense Report will include revenue and expense for each trip and each of the budgeted account items.
4. The Treasurer prepares and presents an Annual Summary Report to the general membership at the annual business meeting in May.
5. Year end financial reports will include the Income/Expense Report, the Balance Sheet, the current budget and the past two (2) years actual report information. (see Attachments A and B)
6. The Club should operate on a cash basis during the fiscal year. However, carryover income or expenses (i.e. income from a summer trip, prepaid expenses, etc.) should be broken out on the year-end Income/Expense Report and the Balance Sheet. This will probably require the use of Accounts Payable and Accounts Receivable entries.

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C. IRS Tax Return

1. The Treasurer is responsible for preparing and submitting a federal income tax return (IRS Form 990, and IRS Form 990T) yearly, for the year of their term.
2. The IRS Forms 990 and 990T will be submitted to the Financial Review Committee prior to August 1 for review and approval.
3. The IRS Forms 990 and 990T will be submitted to the Executive Committee for approval at the August Executive Committee meeting. A copy is retained with the accounting records and by the Secretary with the Club's official minutes.
4. The Treasurer and/or the President will sign the return.
5. The IRS Forms 990 and 990T must be mailed and postmarked to the IRS office by September 15. A daily penalty is assessed by the IRS for late filing.
6. A copy of each year's IRS Form 990 and IRS Form 990T is retained by the Treasurer for 10 years (see Section IX. 3. "Record Retention").

V. Vice President of Trips

The Vice President of Trips has the oversight responsibility of managing all approved ski trips as directed by the Executive Committee.

A. Funds Management

1. The VP of Trips assures that all trip policies are administered in an equal, fair, proper and business-like manner.
2. The VP of Trips provides the Treasurer with a schedule of expected payments for all the trips.
3. The VP of Trips reviews the Treasurer's accounting report for each trip to assure proper reporting.
4. The VP of Trips monitors each trip's income and expense estimates and reports major deviations to the Executive Committee at their monthly meetings

B. Trip Pricing

1. The VP of Trips is responsible for the proper pricing of each trip. The pricing and sizing of the trips should be reviewed with the President and VP of Trip Planning for initial approval. Pricing for all trips must be submitted to the Executive Committee for final approval.
2. The VP of Trips will establish all special pricing for trips (such as "ground only or events only") with approval from the Executive Committee.
3. Any exceptions to standard pricing for a trip must be approved by the VP of Trips and reported to the Executive Committee.
4. All comps received for a trip are for the benefit of the Club and are not for the personal benefit of any officer, trip chair or member.
5. No monetary reimbursement or other credits will be given to the Trip Chairs or their assistants without approval of the Executive Committee.

C. Lift Ticket Pricing

1. All trips will be priced without the cost of lift tickets unless otherwise approved by the Executive Committee.
2. Lift tickets will be made available to trip participants at the group rate obtained from the destination resort.
3. All comps received for lift tickets are for the benefit of the Club and are not for the personal benefit of any officer, trip chair or member.

D. Trip Closeout

1. A final trip closeout review for each trip will be conducted within forty five to sixty (45-60) days following the return of said trip. The trip closeout form will be completed and signed by the Trip Chair, VP of Trips, and Treasurer (see

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- Attachment E). Outstanding issues (such as refunds) will be noted and reported to the Executive Committee.
2. The closeout process is conducted by the VP of Trips with the Trip Chair and, if required, the Treasurer. Other interested Club members may attend at the discretion of the VP of Trips.
 3. The purpose of the closeout is to assure that all monies have been properly received from each trip participant, that all refunds have been properly authorized, and that all vendor payments have been properly paid and documented. The purpose is also to assure correct accounting by verifying the Treasurer's financial report with the financial report of the Trip Chair.
 4. Outstanding issues and items are to be noted, documented, and reported to the Executive Committee by the VP of Trips and/or Treasurer.
 5. The revenue section of the closeout form should match the revenue on the Treasurer's report and the expenses on the closeout form should match the expenses on the Treasurer's report.
 6. A completed closeout form for each trip will be emailed to each EC member and a printed copy will be kept by the Secretary with the minutes of the meeting. The Treasurer will also keep a printed copy with the appropriate trip records.

VI. Trip Chairs

The Trip Chair has responsibility for managing the trip assigned with the following financial duties and responsibilities:

1. Maintain detailed income and expense documents in support of all funds received and all expenses authorized;
2. Assure that all monies have been properly received from each trip participant, that all refunds have been properly authorized by the VP of Trips, and that all vendor payments have been properly paid and documented. Club checks should be used to make payments that are known in advance;
3. Prepare Income/Expense Forms (see Section VII below) for all deposits in detail showing the name, an adequate description, and check number for each item listed (i.e. John Doe - Trip deposit #1054);
4. Provide the Treasurer with advance notice of any payments over \$1,000. This advance notice should be at least 10 days prior to submission of the IET;
5. Prepare a separate Income/Expense Transmittal Form (see Section VII below) for each authorized expense with a detailed statement of expense purpose and submit original receipts for each authorized expense. For example, when submitting an IET for a lodging payment the detailed description should show the prices and numbers of units along with the previous deposits made. Each receipt submitted should be entered on a separate line of the IET;
6. Arrange for the delivery of time-critical payments. It is the responsibility of the Trip Chair to ensure that payments reach the payee on time. Payments of \$5,000 or more must be approved by 2 authorized officers. It is the responsibility of the Trip Chair to obtain those approvals;
7. Prepare and maintain a detailed income/expense summary sheet for financial management before the trip and for use at the final trip close out;
8. Prepare the trip close out form (see Attachment E) and submit to the VP of Trips for review and approval; and
9. Participate in trip close out activities as specified by the VP of Trips.

VII. Income/Expense Transmittal Form (IET Form)

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All Club financial transactions will be recorded using an Income/Expense Transmittal Form or IET Form (see Attachment F). These forms will be filled out with the following information:

A. Income

1. All monies received in payment of Club dues, Club trips, special activities, advertisements, and donations will be considered as income for the Club and must be recorded using an IET Form or an alternative report which provides all of the same information as an IET. Money received to change or correct an income item previously submitted will be considered an adjustment to income and also must be recorded using an IET Form. The IET Form will be prepared by the individual responsible (such as officer, Trip Chair, etc.) with appropriate written details and instructions to the Treasurer to provide a proper accounting record. The name of the person or company, with check number, and purpose of payment must be included for each amount received. Multiple items on one IET Form should be totaled.
2. Income for different accounts (i.e. a Trip or Membership) should not be combined on one IET Form.

B. Expense

1. All money paid by the Club will be recorded using an IET Form. Money received to change or correct an expense item previously paid will be considered an adjustment to expense and also must be recorded using an IET Form.
2. All IET Forms submitted for Club expense must have the appropriate receipt attached. The Treasurer will retain the receipts. If a receipt is not available, a complete explanation must be provided with the IET Form. Each receipt should be listed on a separate line of the IET Form.
3. The IET Form must include details of the expense (the payment amount, the person or company to be paid, and the purpose of the expense for each expense item) and any instructions to the Treasurer for payment including mailing address. All completed IET Forms will be retained as part of the Club accounting records.
4. Expenses for different accounts (i.e. a Trip and Membership or 2 different trips) should not be combined on one IET Form.
5. The Treasurer will not pay any bills where the person responsible for that expense has not requested payment.
6. The Treasurer will not pay any bills that do not follow the rules and procedures established by the Club.

C. Cash Advances

1. If a cash advance is required, the IET Form will be submitted for the advance.
2. A separate IET Form will be submitted for the actual expense associated with the advance.
3. Appropriate receipts and/or documentation must be attached to the IET Form.

D. Other Transactions

1. An IET Form will be submitted for adjustments to income such as a refund. The VP of Trips must approve all trip refunds.
2. An IET Form will be submitted for adjustments to expenses already submitted and/or paid.

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3. An IET Form will be submitted to transfer funds from one account or trip to another account or trip. The person responsible for the account losing the funds will initiate the IET. The person responsible for the account receiving the funds will approve the IET before the Treasurer executes the transfer.

E. Electronic Transmittal

1. Properly completed IET Forms may be submitted to the Treasurer electronically via e-mail.
2. If attachments such as receipts are required, the submitter will be responsible for mailing or otherwise providing them to the Treasurer within a week of submitting the form.

VIII. Financial Review Committee

The Financial Review Committee is established in Section IV. B. of the By-Laws and is made up of the President, Treasurer, and VP of Trips and is required to meet two (2) times during the fiscal year (once on the fall and once in the spring). Duties of this committee are as follows:

1. Review bank statements and payments;
2. Review Club check records and bank statements to confirm statement reconciliation;
3. Audit the IET Forms received to confirm proper documentation;
4. Confirm entries of the IET Forms into the accounting system;
5. Review any unusual problems encountered by the Treasurer;
6. Audit income/expense reports;
7. Verify that the Financial Guidelines are being followed; and
8. Submit a written report of the meeting to the Executive Committee to be filed with the minutes.

IX. Record Retention

1. Financial records for the Club will be retained and maintained by the Treasurer. Complete financial records will be retained for the current financial year plus the preceding three (3) financial years. IRS Form 990 and IRS Form 990T tax returns will be retained at least ten (10) years.
2. The President and the Secretary will retain the Club corporate charter, By-laws, and Standing Rules.
3. The Secretary will retain all monthly and annual business meeting minutes for the Club indefinitely.
4. The Secretary will retain copies of IRS Form 990 and IRS Form 990T tax returns and Fiscal Year End financial reports.

X. Annual Review

1. As per Section VIII. "Outside Review of Financial Records" in the Standing Rules, a qualified CPA, accountant or bookkeeper will be designated by the Executive Committee to examine the books, records, and financial statements annually. The CPA, bookkeeper or accountant will issue an official report on the financial statements, or will issue a management letter summarizing his/her findings. This report or letter will be submitted to the Executive Committee.

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2. The Executive Committee will review the official report and determine any needed changes or action. The President will respond to the official designated reviewer in writing regarding these actions.
3. A copy of the official report is retained with the Club's business records and will be made available to the official reviewer of the subsequent fiscal period.

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**Attachment A
Prior Years Income Statement**

	<u>May '10 - Apr 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Interest Income	67.23	75.00	-7.77
Membership Dues	9,821.83	9,400.00	421.83
Total Income	<u>9,889.06</u>	<u>9,475.00</u>	<u>414.06</u>
Expense			
Admin Exp			
Annual Audit / Tax Preparation	475.00	500.00	-25.00
Bank Charges	143.50	135.00	8.50
Club summer party	927.48	1,000.00	-72.52
Directors	0.00	50.00	-50.00
FAM Trip supplement	992.10	1,500.00	-507.90
Marketing	355.88	1,000.00	-644.12
Off & Dir Trip Credits	4,656.00	6,000.00	-1,344.00
Officer Training	651.23	1,000.00	-348.77
P.O. Box	70.00	70.00	0.00
President	142.35	175.00	-32.65
Records Storage	553.00	470.00	83.00
Secretary	26.05	25.00	1.05
Treasurer	331.93	600.00	-268.07
TSC Dues	288.50	300.00	-11.50
TSC Expenses	1,181.08	1,300.00	-118.92
VP Membership	244.59	100.00	144.59
VP Programs	3,512.97	4,000.00	-487.03
VP Publication	487.68	620.00	-132.32
VP Special Activities	0.00	100.00	-100.00
VP Trips	414.02	350.00	64.02
VPTrip Planning	407.30	550.00	-142.70
Web Site	107.40	300.00	-192.60
Other	0.00	0.00	0.00
Total Admin Exp	<u>15,968.06</u>	<u>20,145.00</u>	<u>-4,176.94</u>
Operating Profit	<u>-6,079.00</u>	<u>-10,670.00</u>	<u>4,591.00</u>

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**Attachment B
Prior Years Balance Sheet**

	<u>Apr 30, 11</u>	<u>Apr 30, 10</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Checking Acct	28,808.56	9,096.91	19,711.65
Money Market Acct	31,411.30	60,334.12	-28,922.82
Total Checking/Savings	<u>60,219.86</u>	<u>69,431.03</u>	<u>-9,211.17</u>
Total Current Assets	<u>60,219.86</u>	<u>69,431.03</u>	<u>-9,211.17</u>
TOTAL ASSETS	<u><u>60,219.86</u></u>	<u><u>69,431.03</u></u>	<u><u>-9,211.17</u></u>
LIABILITIES & EQUITY			
Equity			
Retained Earnings	69,431.03	77,378.49	-7,947.46
Net Income	<u>-9,211.17</u>	<u>-7,947.46</u>	<u>-1,263.71</u>
Total Equity	<u>60,219.86</u>	<u>69,431.03</u>	<u>-9,211.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>60,219.86</u></u>	<u><u>69,431.03</u></u>	<u><u>-9,211.17</u></u>

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**Attachment C
Current Income Statement**

	<u>May '10 - Apr 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
Interest Income	67.23	75.00	-7.77
Membership Dues	<u>9,821.83</u>	<u>9,400.00</u>	<u>421.83</u>
Total Income	9,889.06	9,475.00	414.06
Gross Profit	9,889.06	9,475.00	414.06
Expense			
Admin Exp			
Annual Audit / Tax Preparation	475.00	500.00	-25.00
Assistant Trip Chair Credit	-504.00	0.00	-504.00
Bank Charges	143.50	135.00	8.50
Club summer party	927.48	1,000.00	-72.52
Directors	0.00	50.00	-50.00
FAM Trip supplement	992.10	1,500.00	-507.90
Marketing	355.88	1,000.00	-644.12
Off & Dir Trip Credits	4,656.00	6,000.00	-1,344.00
Officer Training	651.23	1,000.00	-348.77
P.O. Box	70.00	70.00	0.00
President	142.35	175.00	-32.65
Records Storage	553.00	470.00	83.00
Secretary	26.05	25.00	1.05
Treasurer	20.93	600.00	-579.07
Trip Chair Credit	-653.00	0.00	-653.00
TSC Dues	288.50	300.00	-11.50
TSC Expenses	1,181.08	1,300.00	-118.92
VP Membership	244.59	100.00	144.59
VP Programs	3,512.97	4,000.00	-487.03
VP Publication	487.68	620.00	-132.32
VP Special Activities	0.00	100.00	-100.00
VP Trips	414.02	350.00	64.02
VP Trip Planning	407.30	550.00	-142.70
Web Site	107.40	300.00	-192.60
Admin Exp - Other	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Admin Exp	14,500.06	20,145.00	-5,644.94
Trip Exp			
Bad Gastien 2011	38,780.55		
Beaver Creek 2011	64,829.07		
Crested Butte 2011	48,435.36		
Ireland 2010	634.81		
Northstar 2010	134.00		
Park City 2011	35,870.11		

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Snowbird 2011	30,204.35		
Snowmass 2011	59,458.30		
Steamboat 2011	69,891.14		
Vail 2010-11	<u>23,879.05</u>		
Total Trip Exp	372,116.74		
Trip Inc			
Bad Gastein 2011	-39,062.00		
Beaver Creek 2011	-66,466.10		
Breckenridge 2010	4,345.00		
Crested Butte 2011	-50,959.90		
Ireland 2010	1,670.00		
Mt Bachelor 2010	1,753.50		
Northstar 2010	1,040.00		
Park City 2011	-36,452.00		
Snowbird 2011	-30,178.00		
Snowmass 2010	585.00		
Snowmass 2011	-60,523.07		
Steamboat 2011	-70,424.00		
Vail 2010-11	<u>-23,156.00</u>		
Total Trip Inc	<u>-367,827.57</u>		
Total Expense	<u>19,100.23</u>	<u>20,145.00</u>	<u>-1,044.77</u>
Net Income	<u><u>-9,211.17</u></u>	<u><u>10,670.00</u></u>	<u><u>1,458.83</u></u>

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**Attachment D
Current Balance Sheet**

	<u>Apr 30, 10</u>	<u>Mar 31, 10</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
Checking Acct	9,096.91	64,841.10	-55,744.19
Money Market Acct	<u>60,334.12</u>	<u>36,328.77</u>	<u>24,005.35</u>
Total Checking/Savings	<u>69,431.03</u>	<u>101,169.87</u>	<u>-31,738.84</u>
Total Current Assets	<u>69,431.03</u>	<u>101,169.87</u>	<u>-31,738.84</u>
TOTAL ASSETS	<u>69,431.03</u>	<u>101,169.87</u>	<u>-31,738.84</u>
LIABILITIES & EQUITY			
Equity			
Retained Earnings	77,378.49	77,378.49	0.00
Net Income	<u>-7,947.46</u>	<u>23,791.38</u>	<u>-31,738.84</u>
Total Equity	<u>69,431.03</u>	<u>101,169.87</u>	<u>-31,738.84</u>
TOTAL LIABILITIES & EQUITY	<u>69,431.03</u>	<u>101,169.87</u>	<u>-31,738.84</u>

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Attachment E

TRIP CLOSEOUT REPORT

Trip Destination: _____ Trip Chair: _____
Date Of Trip: _____ Asst. Chair _____

TRIP INCOME

Amount pd by Trip Chair after credit	_____		\$0.00
Trip Chair Credit:	\$ 500.00		\$500.00
Amount Pd by Ass't Trip Chair:	_____		\$0.00
Ass't Trip Chair Credit	_____		\$0.00
Amount Pd by Race Director:	_____		\$0.00
Race Director Refund:	_____		\$0.00
# of Full Packages:	_____ X _____		\$0.00
# of Ground Only:	_____ X _____		\$0.00
# Activity Only Fees:	_____ X _____		\$0.00
trip extensions	_____ X _____		\$0.00
single supplement	_____ X _____		\$0.00
Lifts: 6 Day	_____ X _____		\$0.00
5 Day	_____ X _____		\$0.00
4 Day	_____ X _____		\$0.00
Other	_____		
Other	_____		
# Cancellation Fees:	_____ X \$50.00		\$0.00
# Cancellation Fees:	_____ X _____		\$0.00
Club Credits:	_____ X _____		\$0.00
Club Credits:	_____ X _____		\$0.00
		TOTAL REVENUE	\$500.00

TRIP EXPENSES

Lodging:	_____		
Air Transportation:	_____		
Payment to Tour Operator:	_____		
Bus Driver Tip:	_____		
Pre-Trip Party:	_____		
Parties at Resort:	_____		
Post-Trip Party:	_____		
Lift Tickets:	_____		
Name Tags:	_____		
Misc Trip OH Expenses:	_____		
Club Overhead:	# Participants: 0 X \$__ each		\$0.00
Trip Chair Expense:	# Participants: 0 X \$__ each		\$0.00
Ass't Trip Chair Expense:	# Participants: 0 X \$__ each		\$0.00
Other Expenses (Specify):	_____		
Other Expenses (Specify):	_____		
		TOTAL EXPENSES	\$0.00
		NET FOR TRIP	\$500.00

Signatures

Trip Chair:
VP Trips:
Treasurer:

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Attachment F

AUSTIN SKIERS, INC.

Income & Expense Transmittal Form

Trip, Activity, or Account:		Date:	
Submitted By:		Phone #:	

Income	<input type="text"/>	Refund	<input type="text"/>
Expense	<input type="text"/>	Adjustment	<input type="text"/>
Credit	<input type="text"/>	Transfer	<input type="text"/>

	Payment Amount	Payee/Payor Name	Mailing Address	Phone #	Account #	Purpose/Comment	Check #
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total	\$0.00						

Note: Attach original documentation including invoice, receipts, contracts, etc.

**FINANCIAL GUIDELINES
AUSTIN SKIERS, INC.**

Attachment G

Schedule of Trip Credits for Executive Committee Members and Trip Chairs:

- A. Trip Chairs receive a \$1,200 credit for their trip. This is paid as follows:
 - 1. One half (\$600) is credited immediately to payments due when trip is booked
 - 2. One half (\$600) is refunded upon acceptance of trip closeout form
- B. Assistant Trip Chairs receive a \$300 refund which is paid after the post trip party.
- C. Officers receive a \$1,000 credit
- D. Directors receive a \$1,000 credit
- E. Race director may receive a \$75 credit
- F. The IET form is prepared to request the credits or payments. This must be approved by V.P. of Trips.