

Council 2
Sierra Pacific Region, ITC

Date: _____

Credentials Report

_____ Number of Council 2 Members (includes delegates)
_____ ITC Members (non-Council 2 Members)
_____ Number of Guests (non-ITC)
_____ Total Attendance

Controller's Report

Income:

Registrations	# _____	@ \$ _____	Total: \$ _____
Meals	# _____	@ \$ _____	Total: \$ _____
			Total Income: \$ _____

Budgeted Council 2 Complimentary Meals:

# _____	Officer Meals	@ \$ _____	Total: \$ _____
# _____	Invited Guests	@ \$ _____	Total: \$ _____
# _____	First Time Certificates	@ \$ _____	Total: \$ _____
			Total Budgeted: \$ _____
			Sub Total (Income + Budgeted Council 2 Meals): \$ _____

Expenses:

Room Rental: \$ _____	Postage: \$ _____
Food: \$ _____	Other: \$ _____
Flyer/Program Printing: \$ _____	Indicate Donated Items: \$ _____
	<i>[Please attach itemized list]</i>
Total Expenses: \$ _____	

Balance to Council (Income + Budgeted Meals – Expenses) \$ _____

Prepared by: _____
Host Club: _____