



### Central New England Region

Statement of Receipts and Disbursements

For the regional \_\_\_\_\_ held by \_\_\_\_\_ on: \_\_\_\_\_ 20\_\_

**Receipts**

- Entry or enrollment fees.....
- Stabling charges.....
- Other.....  
(describe: \_\_\_\_\_)
- Total receipts:**.....

**Disbursements**

- Officials and professionals
  - A. Personal services (see pg. 2).....
  - B. Travel (see pg. 2).....
  - C. Room.....
  - D. Food.....
- Subtotal of (A + B + C + D)**.....
  
- Rental use of facilities.....
- Printing/Duplication.....
- Secretarial supplies (tests, scoresheets, ect)
- Postage.....
- Telephone.....
- Toilets.....
- Insurance.....
- Disbursements not listed above:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Total Disbursements:**

Budget	Preliminary	Actual

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Tel: \_\_\_\_\_

**Submit to:**  
**Betsy Reeves RS**  
**128 North St.**  
**Groton Ma. 01450**

**Work Sheet for Organizers:**

Complete the following for each person receiving compensation for personal services for the event:

Name	Service*	Fee	Travel	Room	Food	Total

Totals to be carried over to pg. 1 \_\_\_\_\_

\*E.g., technical delegate, judge, veterinarian, EMT, clinician, ect.

Check list:

- completed and submitted event budget to RS (Betsey Reeves) and VRS ( Audrey Zwicker)
- submitted a CNER clinician/official contract to all clinicians, judges and officials.
- distributed proper expense and reimbursement forms to officials.
- completed and submitted proper Reimbursement Voucher to Treasurer (Curtis Renner) and VRS (Audrey Zwicker) with all applicable receipts.
- completed and submitted proper Report of Payment by CNER check to Treasurer and VRS. (making sure to also keep copies for your records).
- provided all event information to VRS (Leonora Giguere) for insurance purposes.
- provided Ribbon Chair with number of divisions, if hosting a regional rally, at least two weeks before rally date.