Amangamek-Wipit

Order of the Arrow
Event Budget and Planning

Guidebook

Revised 01/2012

Table of Contents

Chapter Event Budget Procedures 4
Chapter Event Budget Worksheet 6
OA Event Budget Planning-Report Worksheet 6
Sample Form
Order of the Arrow Event Budget Planning and Report Sheet 8
Chapter Event Estimated Budget Worksheet 9
Calculating Expenses 9
Food 9
Operating 10
Contingency 10
Calculating Fees 10
Ordeal Items 10
Elangomat Items 11
Liability Insurance 11
Food 11
Operating 11
Event Specific or Miscellaneous costs 11
Calculating Estimated Budget Revenue 12
Balancing the Estimated Budget 13
Sample Form
Estimate Budget Worksheet 14
Chapter Event Consignment 17
Trading Post 18
Sample Form
Consignment Worksheet (“Requested”) 19
Consignment Worksheet (“Received”) 20
Closing the Event Budget 18
Closing the Consignment Worksheet 21
Sample Form
Consignment Worksheet (“Ordeal”) 22
Closing the Chapter Event Receipts Worksheet 23
Sample Form
Registrations Worksheet 26
Closing the Chapter Event Reimbursements-Refunds Worksheet 28
Sample Form
Reimbursements-Refunds Worksheet (Reimbursements) *29*
Reimbursements-Refunds Worksheet (Refunds) 30
Final Closeout Worksheet 31
Calculating Actual Revenue 24
Calculating Actual Expenses 24
Sample Form
Consignment Worksheet (“Returned”) 35
Final Closeout Worksheet 36
Order of the Arrow Event Budget Planning and Report Sheet 38

Immediately Following the Event 39
Within 7 days after the Event is Over 39
Sample Form
Ordeal Induction Report 40
Brotherhood Conversion Report 41
Within 30 Days after the Event is Over 42
Collection of Member Dues 43
Sample Form
Current Member Dues/Record Update Form or Transfer Form 44
Procedures at the Council Office 45

Chapter Event Budget Procedures

Section 5 of the Amangamek-Wipit Lodge Operating Procedures (Revised 05/01/2008) establishes the basic guidelines for all chapter event budgets.

- No chapter may keep a treasury or funds. Doing so creates un-audited-funds and is in violation of BSA policies. Surplus funds from an event and the proceeds from the sale of consignments will be returned to the chapter custodial account and/or lodge custodial account as appropriate.
- It is illegal for any OA member to request or, accept cash, gratuities, donations, expense, money, or costume maintenance money, especially in return for performing a service to Scouting or the community. The OA is the Brotherhood of Cheerful Service and the BSA is a non-profit organization. If the only way a chapter ceremony or dance team can sustain itself is by these means, the team will be disbanded and the services will no longer be provided.
- Any chapter requesting funds to be deposited in chapter/lodge custodial accounts for activities that are not event related must have such request approved by the Lodge Treasurer and Lodge Key Three prior to any funds being deposited in accounts. Any funds deposited into chapter custodial accounts or lodge custodial account without such approval will be encumbered by the lodge and used to support additional program activities as selected by the Lodge Executive Committee.
- The Council and Lodge Refund policy is as follows:

  > All but 15% of an individual's fee is refundable, as long as the individual cancels in writing at least 30 days prior to the date of the activity. This policy does not supersede the "non-refundable" situation that is sometimes used in the Council or District programs.
  >
  > "Non-refundable" situations are when the event registration fee is $25.00 or less.

- Chapters are expected to operate all events in a fiscally prudent manner.
- Each chapter will prepare a budget for each event held (i.e. ordeal, banquet, fellowship, etc.). The chapter is strongly encouraged to prepare an "annual budget" for the year that takes into account all of the events it will conduct and non-event expenses that it anticipates it will incur during the year.
- All income and expenses for the event will be channeled through the assigned chapter custodial accounts.
- Chapter custodial accounts will be maintained as subaccounts within the Lodge's custodial account and will be considered as a continuing account with all balances carried over from year to year.
- It is expected that if a chapter decides to hold a fund raiser for a specific purpose, all revenue and expenses will flow through the chapter custodial accounts.

- All purchases of chapter materials will flow through the chapter custodial accounts.
- All check requests will be made through the Chapter Staff Adviser (District Executive) and approved by the Lodge Staff Adviser (Camping Director).
- An event budget must be submitted and approved prior to any consignment of Lodge supplies being issued (consignment requests will be submitted as part of the event budget submission).

At least 45 days prior to a chapter event (i.e. ordeal, banquet, fellowship, etc.), a budget will be prepared with the assistance and guidance of the Chapter Staff Adviser (District Executive) and submitted to the Lodge Finance & Membership Adviser for review and to the Lodge Staff Adviser (Camping Director) for approval.

Each chapter has an assigned chapter custodial account that is a subaccount within the Lodge Custodial Account. This chapter custodial account number must be used on all registration materials distributed. All checks are to be made out to “Boy Scouts of America” and the money and registration forms are to be sent directly to the Scout Service Center from the registrant. They are ***NOT*** to be collected first by an OA member at a private home and then deposited en masse at the Service Center. To receive money at a private home or office violates the Lodge Rules and all policies of the Boy Scouts of America.

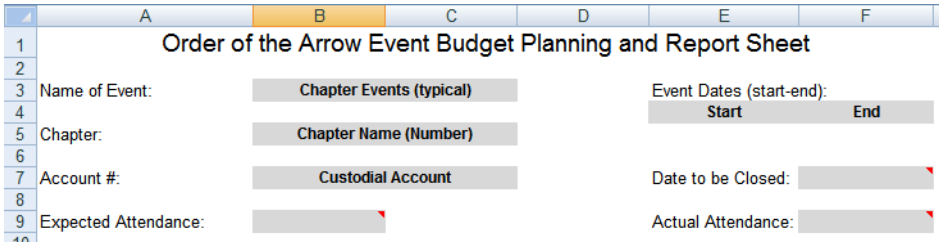
Chapter Event Budget Workbook

The Chapter Event Budget Workbook is the primary source for preparing and closing out the chapter event budget. This workbook is an MS Excel file with six individual worksheets: *OA Event Budget Planning-Report*, *Estimated Budget*, *Consignment*, *Registrations, Reimbursements-Refunds*, and *Final Closeout*.

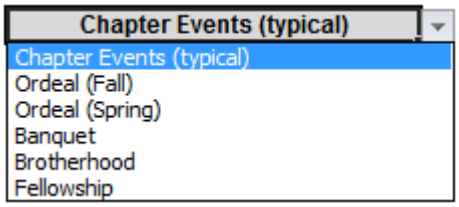
The worksheets within the workbook are formatted for the user to enter the necessary information in the designated "cells".

OA Event Budget Planning-Report Worksheet

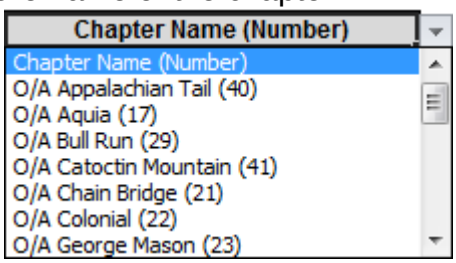
The first items that need to be addressed in preparing the Chapter Event Budget Workbook will be to enter the following information on the *Order of the Arrow Event Budget Planning-Report* worksheet:



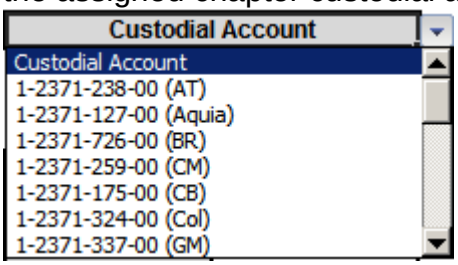
1. the name of the event



2. the name of the chapter



3. the assigned chapter custodial account and



4. the date(s) of event

Event Dates (start-end):

Start	End

These items are selected from the drop down menu or entered in the specified cell, if applicable; in the gray shaded cells in the top portion of the *Order of the Arrow Event Budget Planning-Report w*orksheet (the information entered here will automatically flow to the subsequent worksheets as appropriate).

To complete the *Order of the Arrow Event Budget Planning-Report* worksheet the prior year event (i.e. Ordeal (Spring), Ordeal (Fall), etc.) expenses and revenue are entered under the "Last year" column in the gray shaded cells.

Example of the *Order of the Arrow Budget Planning-Report* worksheet:

	A	B	C	D	E	F
1	Order of the Arrow Event Budget Planning and Report Sheet					
2						
3	Name of Event:	Chapter Events (typical)			Event Dates (start-end):	
4					Start	End
5	Chapter:	Chapter Name (Number)				
6						
7	Account #:	Custodial Account			Date to be Closed:	
8						
9	Expected Attendance:				Actual Attendance:	
10						
11	Expenses	Last Year	Budget	Actual		
12	Food	$ -	$ -	$ -	Pre-Approval	
13	Postage	$ -	$ -	$ -		
14	Printing	$ -	$ -	$ -		
15	Awards (Recognitions)	$ -	$ -	$ -	(Prepared by - Chapter Adviser)	
16	Ceremonies	$ -	$ -	$ -		
17	Health & Safety	$ -	$ -	$ -		
18	Port-a-John(s) (Sanitation)	$ -	$ -	$ -	(Reviewed by - Lodge Finacial Adviser)	
19	Site/Facility Rental	$ -	$ -	$ -		
20	Less: Reimbursements			$ -		
21	Sub-Total Event Expenses	$ -	$ -	$ -	(Approved by - Lodge Staff Adviser)	
22	Program Materials					
23	Ordeal Sashes, OA				Close out approval	
24	Handbooks, & Lodge Flaps	$ -	$ -	$ -		
25	Brotherhood Sashes	$ -	$ -	$ -		
26	Elangomat Patches	$ -	$ -	$ -	(Prepared by - Chapter Adviser)	
27		$ -	$ -	$ -		
28		$ -	$ -	$ -		
29		$ -	$ -	$ -	(Reviewed by - Lodge Financial Adviser)	
30		$ -	$ -	$ -		
31		$ -	$ -	$ -		
32		$ -	$ -	$ -	(Approved by - Lodge Staff Adviser)	
33		$ -	$ -	$ -	Disposition of Funds	
34	Sub-Total Program Exp	$ -	$ -	$ -	Total Revenue	$ -
35						
36					Sub-Total Event Exp	$ -
37	Liability Recovery	$ -	$ -	$ -	Sub-Total Prog Exp	$ -
38					(1-2371-419-00)	
39	Dues (Ordeal Candidates Only)	$ -	$ -	$ -	Disbursements	$ -
40	Contingency		$ -		Liability Recovery	$ -
41	Total Expenses	$ -	$ -	$ -	(1-9315- -)	
42	Revenue				Dues (Ordeal Only)	$ -
43	Registration Fees	$ -	$ -	$ -	(1-2371-425-00)	
44	Miscellaneous	$ -	$ -	$ -	Subtotal	$ -
45	Less: Approved Refunds	$ -		$ -		
46	Total Revenue	$ -	$ -	$ -	Balance	$ -
47	Excess Revenue/Deficit	$ -		$ -		
48						

Order of the Arrow Event Budget Planning and Report Sheet

Name of Event:	**Ordeal (Spring)**	Date of Event:	**6-May-11** **8-May-11**
Chapter:	**O/A Amangamek-Wipit**		
Cost Center #	**1-2371-000-00**	Date to be Closed:	
Expected Attendance:	240	Actual Attendance:	

Expenses	Last Year	Budget	Actual
Food	$ 1,863.46	$ 2,036.25	$ -
Postage	$ 98.60	$ 105.60	$ -
Printing	$ 295.64	$ 300.00	$ -
Awards (Recognitions)	$ 94.16	$ 100.00	$ -
Ceremonies	$ 245.19	$ 250.00	$ -
Health & Safety	$ 48.15	$ 50.00	$ -
Port-a-John(s) (Sanitation)	$ 325.00	$ 375.00	$ -
Site/Facility Rental	$ 415.00	$ 480.00	$ -
Less: Reimbursements			**$ -**
Sub-Total Event Expenses	$ 3,385.20	$ 3,696.85	$ -
Program Materials			
Ordeal Sashes, OA Handbooks, & Lodge Flaps	$ 1,530.00	$ 1,620.00	$ -
Brotherhood Sashes	$ 770.00	$ 840.00	$ -
Elangomat Patches	$ 42.00	$ 45.00	$ -
OA Pocket Arrow	$ 323.00	$ 342.00	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
Sub-Total Program Exp	$ 2,665.00	$ 2,847.00	$ -
Liability Recovery	$ 425.00	$ 450.00	$ -
Dues (Ordeal Candidates Only)	$ 1,020.00	$ 1,080.00	$ -
Contingency		$ 656.15	
Total Expenses	$ 7,495.20	$ 8,730.00	$ -
Revenue			
Registration Fees	$ 8,600.00	$ 8,730.00	$ -
Miscellaneous	$ -	$ -	$ -
Less: Approved Refunds	**$ 102.00**		**$ -**
Total Revenue	$ 8,498.00	$ 8,730.00	$ -
Excess Revenue/Deficit	$ 1,002.80		$ -

Pre-Approval

Peter C. Forester 03/10/2011

(Prepared by - Chapter Adviser)

(Reviewed by - Lodge Finacial Adviser)

(Approved by - Lodge Staff Adviser)

Close out approval

(Prepared by - Chapter Adviser)

(Reviewed by - Lodge Financial Adviser)

(Approved by - Lodge Staff Adviser)

Disposition of Funds

Total Revenue	$ -
Sub-Total Event Exp	$ -
Sub-Total Prog Exp (1-2371-419-00)	$ -
Disbursements	$ -
Liability Recovery (1-9315- -)	$ -
Dues (Ordeal Only) (1-2371-425-00)	$ -
Subtotal	$ -
Balance	$ -

Chapter Event Estimated Budget Worksheet

Filling this worksheet out will aid in closely estimating revenues and expenses. The form is set up for the user to enter the required/needed information in the gray shaded cells. Users are cautioned to NOT make changes to the information in the other cells. Doing so could result in errors in the estimated budget process.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CHAPTER:			Chapter Name (Number)									Account #:		Custodial Account	
2																
4	CALCULATING EXPENSES															
5																

Calculating Expenses - In order to prepare the budget, an estimate of the number attendees participating in the event by category is entered in the appropriate fields (i.e., Ordeal candidates, Elangomat, members, etc.). The next step is to estimate the expenses:

6	Food	Quantity		Cost			Total
7	Ordeal Candidates		x	$		=	$ 0.00
8	Elangomats		x	$		=	$ 0.00
9	Members		x	$		=	$ 0.00
10	Members (Day Only)		x	$		=	$ 0.00
11	Feast Only		x	$		=	$ 0.00
12			x	$		=	$ 0.00
13			x	$		=	$ 0.00
14	TOTAL ESTIMATED FOOD COSTS						$ 0.00

- **Food** - Ordeal candidate food cost should be less than a members food cost since there is less of it. Provide an estimate of the per person food cost by attendee category. The number of attendees and the cost per person by category are automatically multiplied and the totals by category are summed to provide the Total Estimate Food Costs for the event.

16	Operating							
17	Postage	Quantity		Cost			Total	
18	Ordeal Candidates		x	$		=	$	0.00
19	Members		x	$	0.00	=	$	0.00
20								
21	TOTAL ESTIMATED POSTAGE COSTS						$	0.00
22	Printing & Printing Supplies	Quantity		Cost			Total	
23	Ordeal Candidates	0	x	$		=	$	0.00
24	Members	0	x	$	0.00	=	$	0.00
25								
26								
27								
28	TOTAL ESTIMATED PRINTING COSTS						$	0.00
29	Awards						Cost	
30								
31								
32								
33								
34	TOTAL ESTIMATED AWARDS COSTS						$	0.00
35	Ceremonies						Cost	
36								
37								
38								
39								
40	TOTAL ESTIMATED CEREMONIES COSTS						$	0.00
41	Health & Safety						Cost	
42								
43								
44								
45								
46	TOTAL ESTIMATED HEATLH & SAFTEY COSTS						$	0.00
47	Facility/Site Infrastructure	Quantity		Cost			Total	
48	Facility usage Fee (per attendee)	0	x	$		=	$	0.00
49	Port-a-John(s)		x	$		=	$	0.00
50								
51	TOTAL ESTIMATED FACILITY/SITE INFRASTRUCTURE COSTS							0.00

- **Operating** - These are common expenses for the event and many consist of: postage, printing, awards, ceremony supplies, health & safety, and facility/site infrastructure costs. The various operating costs are entered as per person costs or estimated total costs. These are automatically multiplied, if the cost is per person, and the totals are provided by expense type.

52	**Contingency Fee**				
53					
54	Estimated Foods Costs	$ 0.00	x 10.0%	$	0.00
55	TOTAL OPERATING ESTIMATED COSTS			$	0.00
56			***Operating Unit Costs***	$	#DIV/0!
57					

- **Contingency** - 10% of the total estimated food costs. This is the required contingency. This is automatically calculated based upon the Total Estimated Food Cost previously calculated.

The operating cost estimates and the contingency fee are totaled automatically. A per person operating cost is automatically calculated based upon the number of attendees previously indicated.

Remember the required fields for the chapter to complete are shaded in gray. The completed fields in the worksheets are “mapped” to allow for the numbers and dollar amounts selected in the required fields to populate the other worksheets as necessary. The gray shaded cells are for the chapter to provide identification of expense descriptions, quantity numbers, per person fee cost and total cost as appropriate.

Calculating Fees - This section of the *Estimated Budget* worksheet calculates the fee for each category of participant.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	**CHAPTER:**			**Chapter Name (Number)**							**Account #:**			**Custodial Account**		
2																
58																
59	**CALCULATING FEES:**															
60																
61	**Ordeal Candidate**							Cost			Total			**Fee to be Charged**		
62				Ordeal Sash, O/A Handbook, Amangamek-Wipit			$	25.00								
63				Flap Patch												
64				O/A Dues			$	12.00								
65				Liability Insurance Recovery			$	2.00			39.00					
66				Food			$	0.00								
67				Operating Cost			$	#DIV/0!								
68							$									
69				**Ordeal Candidate Fee**						$	#DIV/0!		$			
70	**Elangomat**							Cost			Total					
71				Elangomat Patch			$	3.00								
72				Liability Insurance Recovery			$	2.00								
73				Food			$	0.00								
74				Operating Cost			$	#DIV/0!								
75							$									
76				**Elangomat Fee**						$	#DIV/0!		$			
77	**Member Fee**							Cost			Total					**Day Only**
78				Liability Insurance recovery			$	2.00								1.00
79				Food			$	0.00					$	1.00		0.00
80				Operating Cost			$	#DIV/0!								
81							$									**Day Only**
82				**Member Fee**						$	#DIV/0!		$			
83	**Member Fee (Feast Only)**							Cost			Total					
84				Liability Insurance recovery			$	1.00								
85				Food			$	0.00								
86							$									
87				**Member Fee**						$	1.00		$			
88																

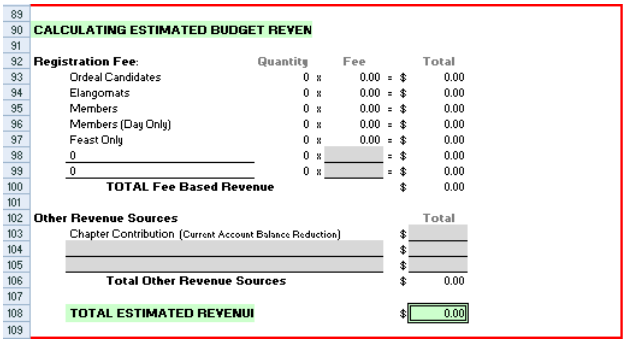
- **Ordeal Items** - Each candidate receives a standard lodge flap, sash, and handbook. The cost of these items and the candidates’ dues **must** be included. These items are provided within the dashed border cells. The pricing for the

ordeal items are pre-set by the LEC. The current Lodge Dues amount for Ordeal candidates is entered in the “Ordeal Candidate” section. The Liability Insurance Recovery is entered into this section and is automatically mapped to the remaining categories taking into account whether it is for the full event or a partial participation.

- **Elangomat Items -** The pricing for the Elangomat patch cost is “mapped” from the *Consignment* worksheet.
- **Liability Insurance** - The amount of liability insurance recovery is set for each attendee category in this section of the *Estimated Budget* worksheet. The estimated budget will include $1.00 per day per participant ($2.00 per weekend event). As indicated above the full event charge is entered in the “Ordeal Candidate” section and is automatically mapped to the remaining categories.
- **Food** - The per-person estimated food cost that was established in the Calculating Expense section will appear for each of the attendees (i.e. Ordeal candidates, Brotherhood candidates, members, etc.).
- **Operating** - The per-person operating estimated cost that was established in the Calculating Expense section will appear for each of the attendees (i.e. Ordeal candidates, Brotherhood candidates, members, etc.).
- **Event Specific or Miscellaneous costs** - A provision has been made for non-standard of special event expenses to be allocated to each attendee category in the gray cells. The type of cost and the amount per person should be indicated in the cells provided. It is not appropriate to enter credit amounts in this area (i.e. entries that reduce the calculated fee for a specific category of participant).

The fee for each attendee category is automatically calculated. Before continuing with the expenses calculations the fees that have been calculated need to be finalized. Rather than charge the attendees something like $11.21; round off the fees to be charged to the next higher multiple of 25¢ before publishing the fees for the event. Once a final fee for each category has been determined, enter the fee to be charged in the gray shaded cells provided on the Calculating Fee page. Fees entered in these cells will be automatically mapped to the Calculating Estimated Budget Revenue section.

Calculating Estimated Budget Revenue - This section of the *Estimated Budget* worksheet will automatically calculate the estimated budget revenue based upon the previously determined number of attendees and the previously calculated fees for each attendee (i.e. Ordeal candidates, Elangomat, members, etc.).



89							
90	CALCULATING ESTIMATED BUDGET REVEN						
91							
92	**Registration Fee:**	Quantity		Fee			Total
93	Ordeal Candidates	0	x	0.00	=	$	0.00
94	Elangomats	0	x	0.00	=	$	0.00
95	Members	0	x	0.00	=	$	0.00
96	Members (Day Only)	0	x	0.00	=	$	0.00
97	Feast Only	0	x	0.00	=	$	0.00
98	0	0	x		=	$	0.00
99	0	0	x		=	$	0.00
100	**TOTAL Fee Based Revenue**					$	0.00
101							
102	**Other Revenue Sources**						Total
103	Chapter Contribution (Current Account Balance Reduction)					$	
104						$	
105						$	
106	**Total Other Revenue Sources**					$	0.00
107							
108	TOTAL ESTIMATED REVENUI					$	0.00
109							

A provision is made for Other Revenue Sources in gray shaded cells, which should be filled as necessary.

Balancing the Estimated Budget - This section of the *Estimated Budget* worksheet brings together the total of estimated expenses and the total estimated revenue and calculates the amount of adjustment that should be applied to the Contingency Fee" on the *Order of the Arrow Event Budget Planning-Report* worksheet. Note: there are several "gray" shaded cells on this section that the user must supply the information as necessary.

110								
111	**BALANCING THE ESTIMATED BUDGET:**							Total
112								
113	Estimated Food Cost						$	0.00
114								
115	Estimated Postage Cost						$	0.00
116								
117	Estimate Printing cost						$	0.00
118								
119	Estimated Awards Cost						$	0.00
120								
121	Estimated Ceremonies Cost						$	0.00
122								
123	Estimated Health & Safety Cost						$	0.00
124								
125	Estimated Facility/Site Infrastructure Cost						$	0.00
126		Quantity		Cost				
127	Ordeal Sashes, O/A Handbooks, Amangamek-	0	x $	18.00			$	0.00
128	Wipit Flap Patches							
129		Quantity		Cost				
130	O/A Dues	0	x $	12.00			$	0.00
131		Quantity		Cost				
132	Brotherhood Sashes		x $	14.00			$	0.00
133		Quantity		Cost				
134	Elangomat Patches	0	x $	3.00			$	0.00
135								
136	Liability Insurance Recovery	Quantity		Cost		Total		
137	Ordeal Candidates	0	x $	2.00	= $	0.00		
138	Elangomats	0	x $	2.00	= $	0.00		
139	Members	0	x $	2.00	= $	0.00		
140	Members (Day Only)	0	x $	1.00	= $	0.00		
141	Members (Feast Only)	0	x $	1.00	= $	0.00		
142	0	0	x $		= $	0.00		
143	0	0	x $		= $	0.00	$	0.00
144								
145	Contingency Fee						$	0.00
146								
147	**TOTAL ESTIMATED EXPENSES**						$	0.00
148								
149	**TOTAL ESTIMATED REVENUE**						$	0.00
150								
151	**DIFFERENCE**					+/-	$	0.00
152	Adjust the Contingency Fee [increase for "+" or decrease for "-"] to balance budget on the Budget Planning and Report Sheet							
153								
154	**TOTAL EXPENSES BUDGETED ALWAYS EQUALS TOTAL REVENUE BUDGETED**							
155								
156	**NSFER FIGURES TO THE ORDER of the ARROW "ACTIVITY BUDGET PLANNING/REPORT SHE**							
157								

The same figures that appear on the *Estimated Budget* worksheet are automatically transferred to the *Order of the Arrow Event Budget Planning-Report* worksheet under the "Budget" column. The contingency fee that is presented on the *Balancing the Estimated Budget* is NOT necessarily the same amount that will be entered on the *Order of the Arrow Event Budget Planning-Report* worksheet. The contingency fee is adjusted by the amount of the "difference" indicated on the *Estimated Budget* worksheet before it is entered onto the *Order of the Arrow Event Budget Planning-Report* worksheet (this will provided for a balancing of the expenses and revenue). Remember the *Estimated Budget* worksheet is a work paper for use in preparing the *Order of the Arrow Event Budget Planning-Report* worksheet.

At least 45 days prior to a chapter event (Ordeal, Fellowship, Banquet, etc.), the proposed budget (*Order of the Arrow Event Budget Planning-Report* worksheet and *Estimated Budget*, and *Consignment* request) will be submitted to the Lodge Finance & Membership Adviser for review and forwarding to the Lodge Staff Adviser (Camping Director) for approval.

When the event budget is ready for review by the lodge an electronic copy the Chapter Event Budget Workbook should be forwarded by e-mail to the Lodge Finance & Membership Adviser. The Lodge Finance & Membership Adviser will review the documents and notify the Chapter Adviser of their approval or provide adjustments as necessary. Once the forms have been successfully reviewed electronic copies of the forms will be returned to the chapter. The Chapter should maintain a copy of the Chapter Event Budget Workbook for use when it is time to close out the event budget. A copy of the Chapter Event Budget Workbook will be sent to the Lodge Staff Adviser so that the processing of the consignment request can be completed in advance of the actual event.

An example of the *Estimated Budget worksheet* is located on page 14.

CHAPTER: O/A Amangamek-Wipit **Account #:** 1-2371-000-00

CALCULATING EXPENSES:

Food	Quantity			Cost			Total
Ordeal Candidates	90	x	$	7.50	=	$	675.00
Elangomats	15	x	$	7.50	=	$	112.50
Members	105	x	$	10.25	=	$	1076.25
Members (Day Only)	15	x	$	7.00	=	$	105.00
Feast Only	15	x	$	4.50	=	$	67.50
		x	$		=	$	0.00
		x	$		=	$	0.00
TOTAL ESTIMATED FOOD COSTS						$	2,036.25

Operating							
Postage	Quantity			Cost			Total
Ordeal Candidates	90	x	$	0.44	=	$	39.60
Members	150	x	$	0.44	=	$	66.00
TOTAL ESTIMATED POSTAGE COSTS						$	105.60
Printing & Printing Supplies	Quantity			Cost			Total
Ordeal Candidates	90	x	$	1.25	=	$	112.50
Members	150	x	$	1.25	=	$	187.50
TOTAL ESTIMATED PRINTING COSTS						$	300.00
Awards							Cost
Certificates/Plaques							100.00
OA Pocket Arrow (program materials)							
TOTAL ESTIMATED AWARDS COSTS						$	100.00
Ceremonies							Cost
Induction supplies							250.00
TOTAL ESTIMATED CEREMONIES COSTS						$	250.00
Health & Safety							Cost
First Aid kit supplies							50.00
TOTAL ESTIMATED HEATLH & SAFTEY COSTS						$	50.00
Facility/Site Infrastructure	Quantity			Cost			Total
Facility usage Fee (per attendee)	240	x	$	2.00	=	$	480.00
Port-a-John(s)	5	x	$	75.00	=	$	375.00
TOTAL ESTIMATED FACILITY/SITE INFRASTRUCTURE COSTS							855.00
Contingency Fee							
Estimated Foods Costs	$ 2,036.25	x		10.0%		$	203.63
TOTAL OPERATING ESTIMATED COSTS						$	1,864.23
	Operating Unit Costs					$	7.77

CHAPTER: O/A Amangamek-Wipit **Account #:** 1-2371-000-00

CALCULATING FEES:

Ordeal Candidate		Cost		Total	Fee to be Charged
Ordeal Sash, O/A Handbook, Amangamek-Wipit Flap Patch	$	25.00			
O/A Dues	$	12.00			
Liability Insurance Recovery	$	2.00		39.00	
Food	$	7.50			
Operating Cost	$	7.77			
OA Pocket Arrow	$	3.80			
Ordeal Candidate Fee			$	58.07	$ 60.00

Elangomat		Cost		Total	
Elangomat Patch	$	3.00			
Liability Insurance Recovery	$	2.00			
Food	$	7.50			
Operating Cost	$	7.77			
	$				
Elangomat Fee			$	20.27	$ 22.00

Member Fee		Cost		Total		Day Only
Liability Insurance recovery	$	2.00				1.00
Food	$	10.25			$ 8.00	7.00
Operating Cost	$	7.77				
	$					Day Only
Member Fee			$	20.02	$ 25.00	15.00

Member Fee (Feast Only)		Cost		Total	
Liability Insurance recovery	$	1.00			
Food	$	4.50			
	$				
Member Fee			$	5.50	$ 10.00

CALCULATING ESTIMATED BUDGET REVENUE:

Registration Fees	Quantity		Fee		Total
Ordeal Candidates	90	x	60.00	=	$ 5,400.00
Elangomats	15	x	22.00	=	$ 330.00
Members	105	x	25.00	=	$ 2,625.00
Members (Day Only)	15	x	15.00	=	$ 225.00
Feast Only	15	x	10.00	=	$ 150.00
0	0	x		=	$ 0.00
0	0	x		=	$ 0.00
TOTAL Fee Based Revenue					$ 8,730.00

Other Revenue Sources		Total
Chapter Contribution (Current Account Balance Reduction)	$	
	$	
	$	
Total Other Revenue Sources	$	0.00

TOTAL ESTIMATED REVENUE $ 8,730.00

CHAPTER: O/A Amangamek-Wipit **Account #:** 1-2371-000-00

BALANCING THE ESTIMATED BUDGET:								Total
Estimated Food Cost							$	2,036.25
Estimated Postage Cost							$	105.60
Estimate Printing cost							$	300.00
Estimated Awards Cost							$	100.00
Estimated Ceremonies Cost							$	250.00
Estimated Health & Safety Cost							$	50.00
Estimated Facility/Site Infrastructure Cost							$	855.00
	Quantity			Cost				
Ordeal Sashes, O/A Handbooks, Amangamek-Wipit Flap Patches	90	x	$	18.00			$	1,620.00
	Quantity			Cost				
O/A Dues	90	x	$	12.00			$	1,080.00
	Quantity			Cost				
Brotherhood Sashes	60	x	$	14.00			$	840.00
	Quantity			Cost				
Elangomat Patches	15	x	$	3.00			$	45.00
Liability Insurance Recovery	Quantity			Cost		Total		
Ordeal Candidates	90	x	$	2.00	= $	180.00		
Elangomats	15	x	$	2.00	= $	30.00		
Members	105	x	$	2.00	= $	210.00		
Members (Day Only)	15	x	$	1.00	= $	15.00		
Members (Feast Only)	15	x	$	1.00	= $	15.00		
0	0	x	$		= $	0.00		
0	0	x	$		= $	0.00	$	450.00
Contingency Fee							$	203.63
TOTAL ESTIMATED EXPENSES							$	7,935.48
TOTAL ESTIMATED REVENUE							$	8,730.00
DIFFERENCE						**+/-**	$	**794.53**

Adjust the Contingency Fee [increase for "+" or decrease for "-"] to balance budget on the Budget Planning and Report Sheet

TOTAL EXPENSES BUDGETED ALWAYS EQUALS TOTAL REVENUE BUDGETED

TRANSFER FIGURES TO THE ORDER of the ARROW "ACTIVITY BUDGET PLANNING/REPORT SHEET"

Chapter Event Consignment Worksheet

At the time the event budget is submitted, the Chapter Event Consignment should be completed. Event consignments are requested on a *Consignment* worksheet; the third Tab (*Consignment*) of the Chapter Event Budget Workbook. The form is filled out indicating the quantities of the mandatory items and event Trading Post items that the chapter would need under the column titled "Requested". The name of the chapter, the event, and the date of the event will appear in the appropriate location at the top of the page (this has been "mapped" form the earlier entry on the *OA Budget Planning-Report* worksheet). The "request date" is the date the consignment will be picked up at the Council Office by the chapter.

	A	B	C	D	E	F	G	H	I	J
1	CHAPTER:		Chapter Name (Number)				REQUEST DATE:			
2										
3	EVENT NAME:		Chapter Events (typical)				EVENT DATES (start-e		Start	End
4										
5	RECEIVED BY:						RECEIVED:			
6										
7	RETURNED BY:						RETURNED:			
8										

Under the item description, the standard consignment items are listed and their retail price is indicated. The retail prices are for the "Trading Post" and are not the cost associated with the *Final Closeout*. The chapter should fill in the amount of each item that is needed for the event under the "requested" (do not over order, doing so may deplete the available supplies for other chapter events).

	Item Description	Price "Retail"	Requested	Received	Ordeal	Returned	Used	Sales
12	Ordeal Sash (Regular)	$ 16.00					-	$ -
13	Ordeal Sash (Long)	$ 16.00					-	$ -
14	OA Handbook	$ 3.50					-	$ -
15	OA Lodge Flap	$ 3.00					-	$ -
16	Brotherhood Sash (Regular)	$ 16.00					-	$ -
17	Brotherhood Sash (Long)	$ 16.00					-	$ -
18	Elangomat Patch	$ 3.00					-	$ -
19	OA Pocket Device	$ 3.80					-	$ -
20	OA Baseball Cap	$ 18.00					-	$ -
21	OA Hat Pin Silver Arrow	$ 4.50					-	$ -
22	OA Pewter Pin	$ 4.00					-	$ -
23	OA Jacket Emblem	$ 6.00					-	$ -
24	OA 3" Sticker	$ 2.00					-	$ -
25	OA Hat Pin	$ 1.50					-	$ -
26	Vigil Pin	$ 4.50					-	$ -
27	Ordeal Ceremony Book	$ 5.00					-	$ -
28	Brotherhood Ceremony Book	$ 5.00					-	$ -
29		$ -					-	$ -
30		$ -					-	$ -
31		$ -					-	$ -
32		$ -					-	$ -
33		$ -					-	$ -
34		$ -					-	$ -
35		$ -					-	$ -
36		$ -					-	$ -
37		$ -					-	$ -
38		$ -					-	$ -
39		$ -					-	$ -
40		$ -					-	$ -
41		$ -					-	$ -
42	Field Receipt Book	n/c						
43	Spirit of the Arrow Booklets (1-8)	n/c						
44								
45	Total Sales to charged to Account # 1-2371-419-00 OA Trading Post Sale							$ -

The *Consignment* worksheet goes to the Lodge Finance Adviser for review prior to being sent to the Lodge Staff Adviser (Camping Director) who will arrange for the order to be filled. As the order is filled the actual quantities disbursed will be indicated in the "received" column on the *Consignment* worksheet. This information should be filled in on the chapter's electronic *Consignment* worksheet once the quantities received have been verified.

It is important to request the consignment supplies as well in advance of the event in case of shortage of certain inventory items (at least 45 days prior to a chapter event). Submit your consignment order to allow sufficient time for additional inventory to be ordered, if necessary

Use the estimated number of attendees to help determine how many items are needed.

The supplies are picked up from the Lodge Staff Adviser (Camping Director) in the Camping Office.

Trading Post

Chapters are encourage to set up a Trading Post at the event and sell the consignment items that are not required for the Ordeal and Brotherhood candidates; as well as current members. Trading Post sales are accounted for on the *Consignment* worksheet and should NOT be included in the calculations for materials given to Ordeal and Brotherhood candidates on the *Final Closeout* worksheet.

The prices listed on the *Consignment* worksheet are the prices to be charged. Chapter surcharges ***cannot*** be added to the stated prices.

An example of the *Consignment Worksheet* "request" and "received" are located on pages 19 and 20.

CHAPTER:	**O/A Amangamek-Wipit**	**REQUEST DATE:**	15-Mar-11
EVENT NAME:	**Ordeal (Spring)**	**EVENT DATE:**	**6-May-11** **8-May-11**
RECEIVED BY:		**RECEIVED:**	
RETURNED BY:		**RETURNED:**	

Item Description	**Price "Retail"**	**Requested**	**Received**	**Quantities Ordeal**	**Returned**	**Used**	**Sales**
Ordeal Sash (Regular)	$ 16.00	48				-	$ -
Ordeal Sash (Long)	$ 16.00	48				-	$ -
OA Handbook	$ 3.50	96				-	$ -
OA Lodge Flap	$ 3.00	96				-	$ -
Brotherhood Sash (Regular)	$ 16.00	36				-	$ -
Brotherhood Sash (Long)	$ 16.00	36				-	$ -
Elangomat Patch	$ 3.00	20				-	$ -
OA Pocket Device	$ 3.80	100				-	$ -
OA Baseball Cap	$ 18.00					-	$ -
OA Hat Pin Silver Arrow	$ 4.50	30				-	$ -
OA Pewter Pin	$ 4.00					-	$ -
OA Jacket Emblem	$ 6.00	25				-	$ -
OA 3" Sticker	$ 2.00	25				-	$ -
OA Hat Pin	$ 1.50					-	$ -
Vigil Pin	$ 4.50					-	$ -
Ordeal Ceremony Book	$ 5.00					-	$ -
Brotherhood Ceremony Book	$ 5.00					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
Field Receipt Book	n/c						
Spirit of the Arrow Booklets (1-8)	n/c						

Total Sales to charged to Account # 1-2371-419-00 OA Trading Post Sales $ -

The Trading Post consignment must be closed and returned within 30 days of the Activity

CHAPTER:	**O/A Amangamek-Wipit**	**REQUEST DATE:**	15-Mar-11
EVENT NAME:	**Ordeal (Spring)**	**EVENT DATE:**	**6-May-11** **8-May-11**
RECEIVED BY:	Michael A Donaghue	**RECEIVED:**	03-May-11
RETURNED BY:		**RETURNED:**	

Item Description	**Price "Retail"**	**Requested**	**Received**	**Quantities Ordeal**	**Returned**	**Used**	**Sales**
Ordeal Sash (Regular)	$ 16.00	48	48			48	$ 768.00
Ordeal Sash (Long)	$ 16.00	48	48			48	$ 768.00
OA Handbook	$ 3.50	96	96			96	$ 336.00
OA Lodge Flap	$ 3.00	96	96			96	$ 288.00
Brotherhood Sash (Regular)	$ 16.00	36	36			36	$ 576.00
Brotherhood Sash (Long)	$ 16.00	36	36			36	$ 576.00
Elangomat Patch	$ 3.00	20	20			20	$ 60.00
OA Pocket Device	$ 3.80	100	100			100	$ 380.00
OA Baseball Cap	$ 18.00					-	$ -
OA Hat Pin Silver Arrow	$ 4.50	30	30			30	$ 135.00
OA Pewter Pin	$ 4.00					-	$ -
OA Jacket Emblem	$ 6.00	25	25			25	$ 150.00
OA 3" Sticker	$ 2.00	25	25			25	$ 50.00
OA Hat Pin	$ 1.50					-	$ -
Vigil Pin	$ 4.50					-	$ -
Ordeal Ceremony Book	$ 5.00					-	$ -
Brotherhood Ceremony Book	$ 5.00					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
Field Receipt Book	n/c						
Spirit of the Arrow Booklets (1-8)	n/c						

Total Sales to charged to Account # 1-2371-419-00 OA Trading Post Sales $ 4,087.00

The Trading Post consignment must be closed and returned within 30 days of the Activity

Closing the Event Budget

Before filling out the *Order of the Arrow Event Budget Planning-Report* worksheet, the *Consignment* worksheet, the *Receipts* worksheet, the *Reimbursements-Refunds* worksheet, and *Final Closeout* worksheet in the Chapter Event Budget Workbook should first be filled out. These are the third, fourth, fifth, and sixth tab in the Chapter Event Budget Workbook

Closing the Consignment Worksheet

The *Consignment* worksheet must be completed. If it has not already been done, fill in the columns for quantities received. The next column titled “Ordeal” should be completed. Enter the quantities used as part of the Ordeal/Brotherhood conversion in the yellow shaded cells. If there are items being returned, enter those quantities in the column titled “Returned”.

After filling in the quantity used as part of the Ordeal (this information will automatically map to the *Final Closeout* worksheet) and the quantities being returned. The quantity used will be automatically calculated and the retail cost of the supplies sold at the Trading Post is indicated in the last column. Remember “Sales” on the *Consignment* worksheet represent trading post sales and not event program supplies.

The total of the Cost Column represents the amount of money to be turned in with the consignment as Trading Post sales.

An example of the *Consignment Worksheet* “Ordeal”” is located on page 22.

CHAPTER:	**O/A Amangamek-Wipit**	**REQUEST DATE:**	15-Mar-11
EVENT NAME:	**Ordeal (Spring)**	**EVENT DATE:**	**6-May-11** **8-May-11**
RECEIVED BY:	Michael A Donaghue	**RECEIVED:**	03-May-11
RETURNED BY:		**RETURNED:**	

Item Description	**Price "Retail"**	**Requested**	**Received**	**Quantities Ordeal**	**Returned**	**Used**	**Sales**
Ordeal Sash (Regular)	$ 16.00	48	48	22		26	$ 416.00
Ordeal Sash (Long)	$ 16.00	48	48	37		11	$ 176.00
OA Handbook	$ 3.50	96	96	59		37	$ 129.50
OA Lodge Flap	$ 3.00	96	96	59		37	$ 111.00
Brotherhood Sash (Regular)	$ 16.00	36	36	14		22	$ 352.00
Brotherhood Sash (Long)	$ 16.00	36	36	18		18	$ 288.00
Elangomat Patch	$ 3.00	20	20	10		10	$ 30.00
OA Pocket Device	$ 3.80	100	100	59		41	$ 155.80
OA Baseball Cap	$ 18.00					-	$ -
OA Hat Pin Silver Arrow	$ 4.50	30	30			30	$ 135.00
OA Pewter Pin	$ 4.00					-	$ -
OA Jacket Emblem	$ 6.00	25	25			25	$ 150.00
OA 3" Sticker	$ 2.00	25	25			25	$ 50.00
OA Hat Pin	$ 1.50					-	$ -
Vigil Pin	$ 4.50					-	$ -
Ordeal Ceremony Book	$ 5.00					-	$ -
Brotherhood Ceremony Book	$ 5.00					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
Field Receipt Book	n/c						
Spirit of the Arrow Booklets (1-8)	n/c						

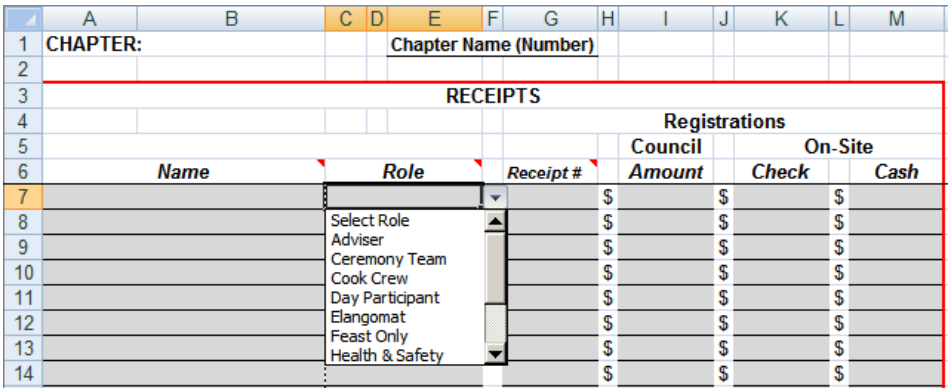
Total Sales to charged to Account # 1-2371-419-00 OA Trading Post Sales $ 1,993.30

The Trading Post consignment must be closed and returned within 30 days of the Activity

Closing the Chapter Event Receipts Worksheet

Use the *Receipts* worksheet, the fourth tab of the Chapter Event Budget Workbook to track your receipts for the event.

Using the cash register receipts (registrations received at the Council Office) record the participants in the column titled “Registrations Council Amount”. The name of the participant, the role of the participant (selected from the drop down menu), the receipt number and the dollar amount indicated on the registration form is listed. If more than one participant is included in the receipt; then all individuals and their respective registration fee amount is entered in the appropriate cell. Once all of the pre-event registrations have been entered; the total listed in this column will match the posting of receipts at the council office to the chapter custodial account. Be sure to verify the account that the registration fees were posted.



If money is received at the door, it is recorded in the column titled “Registrations On-Site” in either the “Check” or “Cash” column after entering the name of the participant, the role of the participant (selected from the drop down menu), and the receipt number from the “Field Receipt Book”. Record the name of the participant and NOT the name of the person making the payment. All monies collected on site will be turned in after the event to the Chapter Staff Adviser (District Executive). It is the responsibility of the Chapter Staff Adviser to collect and deliver all checks and cash to the council office immediately following the event. Volunteers are NOT to hold monies.

An example of the *Registrations Worksheet* is located on page 24.

CHAPTER: O/A Amangamek-Wipit

RECEIPTS

Name	Role	Receipt #	Registrations Council Amount	On-Site Check	On-Site Cash
Herschel L. Abbott, Jr.	Ordeal Candidate	101881	$ 60.00	$	$
Lawrence M. Alleva	Elangomat	101882	$ 22.00	$	$
Peter A. Arntson	Ceremony Team	101883	$ 25.00	$	$
Robert M. Barton	Ordeal Candidate	101884	$ 60.00	$	$
J. Randolph Babbitt	Ordeal Candidate	101885	$ 60.00	$	$
Robert A. Bedingfield	Elangomat	101886	$ 22.00	$	$
Carl T. Berquist	Ordeal Candidate	101888	$ 60.00	$	$
Bruce Bolt	Ordeal Candidate	101889	$ 60.00	$	$
James M. Connelly	Participant	102002	$ 25.00	$	$
Mark E. Brooks	Participant	102010	$ 25.00	$	$
Russell C. Davis	Participant	102014	$ 25.00	$	$
Christopher A. Downey	Ordeal Candidate	102015	$ 60.00	$	$
William J. Farmer	Ordeal Candidate	102016	$ 60.00	$	$
Peter C. Forster	Adviser	102017	$ 25.00	$	$
Henry Gandy	Participant	102061	$ 25.00	$	$
Karl V. Georgi	Participant	102248	$ 25.00	$	$
W. Scott Gray, IV	Ordeal Candidate	102249	$ 60.00	$	$
Dennis M. Gurtz	Elangomat	102250	$ 22.00	$	$
Hal E. Hagemeier	Cook Crew	102343	$ 25.00	$	$
William R. Hariston	Ordeal Candidate	102344	$ 60.00	$	$
Frederick F. Hillenbrand, III	Ordeal Candidate	102345	$ 60.00	$	$
Paul Huey-Burns	Participant	102346	$ 25.00	$	$
Perry N. Ives	Participant	102347	$ 25.00	$	$
Eric M. Johnson	Ordeal Candidate	102349	$ 60.00	$	$
William P. Jones	Participant	102350	$ 25.00	$	$
Sammy S. Knight	Ordeal Candidate	102358	$ 60.00	$	$
Mark Logan, Sr.	Ordeal Candidate	102451	$ 60.00	$	$
John Mason	Ordeal Master	102477	$ 25.00	$	$
Thomas J. McKeever, Jr.	Ordeal Candidate	102478	$ 60.00	$	$
Samuel Metters	Ordeal Candidate	102530	$ 60.00	$	$
Randall Minchew	Ordeal Candidate	102621	$ 60.00	$	$
John B. Montgomery	Elangomat	102641	$ 22.00	$	$
Kenneth J. Moore	Ordeal Candidate	102744	$ 60.00	$	$
Robert H. Morse	Ordeal Candidate	102770	$ 60.00	$	$
Jose F. Nino	Elangomat	102782	$ 22.00	$	$
Robert J. Owen	Cook Crew	102785	$ 25.00	$	$
Kendakll Pease	Participant	102828	$ 25.00	$	$
Perry B. Pose	Elangomat	102837	$ 22.00	$	$
Thomas H. Powell	Participant	102839	$ 25.00	$	$
David L. Priddy	Ordeal Candidate	102887	$ 60.00	$	$
Joseph A. Reyes	Ordeal Candidate	102940	$ 60.00	$	$
Safa M. Rifka	Day Participant	102942	$ 15.00	$	$
Todd Rowley	Ordeal Candidate	102949	$ 60.00	$	$
Peter Scholz	Participant	102950	$ 25.00	$	$
Mark W. Sharer	Ordeal Candidate	103088	$ 60.00	$	$
Rodney E. Slater	Participant	103089	$ 25.00	$	$
Robert L. Smolen	Ordeal Candidate	103091	$ 60.00	$	$
Robert G. Sterne	Ordeal Candidate	103177	$ 60.00	$	$

			Registrations		
			Council	On-Site	
Name	***Role***	***Receipt #***	***Amount***	***Check***	***Cash***
Emmyrich M. Vicente	Ordeal Candidate	103223	$ 60.00	$	$
Leonard P. Wales	Elangomat	103236	$ 22.00	$	$
Daniel S. Willard	Participant	103253	$ 25.00	$	$
Daniel A. Witt	Elangomat	103254	$ 22.00	$	$
Edwin R. Yarbrough	Cook Crew	103256	$ 25.00	$	$
Joe N. Ballard	Ordeal Candidate	103257	$ 60.00	$	$
Norman C. Butman	Ordeal Candidate	103261	$ 60.00	$	$
Charles N. Davidson	Ordeal Candidate	103305	$ 60.00	$	$
Robert L. Dise	Health & Safety	103383	$ 25.00	$	$
Gerard T. Gabrys	Participant	103384	$ 25.00	$	$
William H. Hecht	Participant	103385	$ 25.00	$	$
Charles T. Manatt	Ordeal Candidate	103386	$ 60.00	$	$
Chalres H. Mithcell	Ordeal Candidate	103551	$ 60.00	$	$
Thomas L. Phillips	Ordeal Candidate	103694	$ 60.00	$	$
Tom M. Davis, III	Elangomat	103720	$ 22.00	$	$
Earl L. Gay	Ordeal Candidate	103721	$ 65.00	$	$
Louis A. Holder	Ordeal Candidate	103935	$ 65.00	$	$
Trent Lott	Ordeal Candidate	104022	$ 65.00	$	$
James M. Joy	Ordeal Candidate	104028	$ 65.00	$	$
Colin L. Powell	Ordeal Candidate	104030	$ 65.00	$	$
Carlisle A. H. Trist	Elangomat	104256	$ 27.00	$	$
Larry D. Welch	Participant	104273	$ 30.00	$	$
Lucious E. Young	Participant	104274	$ 30.00	$	$
Michael Butler	Cook Crew	104276	$ 30.00	$	$
Donald Reinhardt	Cook Crew	104279	$ 30.00	$	$
Samuel D. Adcock	Ordeal Candidate	104332	$ 65.00	$	$
Lloyd H. Buckner	Ordeal Candidate	104347	$ 65.00	$	$
Robert E. Ackerman	Ceremony Team	53764	$	$ 30.00	$
Desi Arnez	Ordeal Candidate	53767	$	$ 65.00	$
Robert J. Atwater	Ordeal Candidate	53768	$	$ 65.00	$
David W. Barringer	Ordeal Candidate	53771	$	$ 65.00	$
Kenneth L. Bedingfiled	Feast Only	53772	$	$ 10.00	$
Robert L. Bennett	Participant	53773	$	$	$ 30.00
Robert J. Bixby	Ordeal Candidate	53774	$	$ 65.00	$
T. Thomas Buffenbarger	Participant	53775	$	$ 30.00	$
Edward T. Clayson	Participant	53776	$	$ 30.00	$
Robert Chance	Ceremony Team	53782	$	$	$ 30.00
Clarence Crayton, Jr.	Ordeal Candidate	53783	$	$ 65.00	$
Michael A. Daniels	Participant	53784	$	$ 30.00	$
Thomas J. Donahue	Ordeal Candidate	53785	$	$ 65.00	$
Joel A. Eacker	Participant	53786	$	$ 30.00	$
Edward Feddeman	Participant	53788	$	$ 30.00	$
Warren L. Freeman	Participant	53790	$	$ 30.00	$
Jan C. Gaudio	Ordeal Candidate	53791	$	$ 65.00	$
Jack N. Gerard	Feast Only	53793	$	$	$ 10.00
Ernest G. Green	Ordeal Candidate	53794	$	$ 65.00	$
David R. Gust	Ordeal Candidate	53795	$	$ 65.00	$
William F. Hagerty, IV	Ceremony Team	53796	$	$ 30.00	$
J. Michael Hickey	Participant	53798	$	$ 30.00	$
Richard W. Holland	Participant	53800	$	$ 30.00	$
Derrick A. Humphries	Ordeal Candidate	53802	$	$ 65.00	$
Raymond E. Johns, Jr.	Ordeal Candidate	53803	$	$ 65.00	$

			Registrations		
			Council	On-Site	
Name	***Role***	***Receipt #***	***Amount***	***Check***	***Cash***
Randal Johnston	Participant	53807	$	$	$ 30.00
Robert F. Kelleher	Feast Only	53808	$	$ 10.00	$
Martin E. Leshin	Participant	53809	$	$ 30.00	$
Donnie R. Marshall	Participant	53811	$	$ 30.00	$
Justin D. McCarthy	Ceremony Team	53813	$	$	$ 30.00
Kim A. McLeland	Ordeal Candidate	53815	$	$ 65.00	$
Robert E. Milsted, Jr.	Elangomat	53817	$	$ 27.00	$
James E. Mitchell, III	Ceremony Team	53819	$	$ 30.00	$
Charles L. Monts	Feast Only	53821	$	$	$ 10.00
Jeffrey A. Morrow	Cook Crew	53823	$	$ 30.00	$
William D. Murphy	Participant	53825	$	$ 30.00	$
Gary C. Oran	Participant	53827	$	$ 30.00	$
Emmet Paige, Jr.	Ordeal Candidate	53828	$	$ 65.00	$
Michael N. Pocalyko	Ceremony Team	53829	$	$ 30.00	$
John D. Porter	Feast Only	53830	$	$ 10.00	$
Michael R. Price	Participant	53831	$	$ 30.00	$
John R. Rephlo	Ordeal Candidate	53832	$	$ 65.00	$
Jorge Ribas	Participant	53833	$	$ 30.00	$
William E. Roberts	Day Participant	53836	$	$	$ 20.00
Duane R. Schoenhardt	Health & Safety	53837	$	$ 30.00	$
Gregg Schwarz	Participant	53838	$	$ 30.00	$
Gary Silversmith	Ordeal Candidate	53835	$	$ 65.00	$
James E. Smith	Ordeal Candidate	53834	$	$ 65.00	$
William B. Snyder	Ordeal Candidate	53826	$	$ 65.00	$
John C. Tuck	Participant	53824	$	$ 30.00	$
David Vitalis	Cook Crew	53822	$	$ 30.00	$
Togo D. West, Jr.	Ordeal Candidate	53820	$	$ 65.00	$
James S. Wilson	Ordeal Candidate	53818	$	$ 65.00	$
Dennis R. Wraase	Participant	53816	$	$ 30.00	$
Norman R. Augustine	Feast Only	53814	$	$	$ 10.00
Ted Browning	Non-Member	53812	$	$	$ 10.00
Carl Cox	Ordeal Candidate	53810	$	$ 65.00	$
Kenneth P. Davis	Ordeal Candidate	53806	$	$ 65.00	$
Dennis O. Doughty	Participant	53805	$	$ 30.00	$
Patrick W. Gross	Ordeal Candidate	53804	$	$ 65.00	$
Russell T. Keene	Ceremony Team	53801	$	$ 30.00	$
Stuart Mendelsohn	Ceremony Team	53799	$	$ 30.00	$
Jeffery A. Morrow, II	Ceremony Team	53797	$	$ 30.00	$
Thomas E. Watson, Jr.	Cook Crew	53792	$	$ 30.00	$
Charles W. Dyke	Feast Only	53789	$	$ 10.00	$
William P. Graves	Participant	53787	$	$ 30.00	$
John E. Katzenmeyer	Feast Only	53781	$	$ 10.00	$
Paul S. Loverdale	Feast Only	53780	$	$ 10.00	$
Theodore E. McCarrick	Participant	53779	$	$ 30.00	$
Richard J. Rowe, Jr.	Participant	53778	$	$ 30.00	$
John W. Warner	Participant	53777	$	$ 30.00	$
R. James Woolsey	Participant	53770	$	$ 30.00	$
Alan F. Lambert	Participant	53769	$	$ 30.00	$
Joe Kalamar	Ceremony Team	53766	$	$ 30.00	$
Michael Donaghue	Ceremony Team	53765	$	$ 30.00	$
			$	$	$
			$	$	$

			Registrations		
			Council	On-Site	
Name	***Role***	***Receipt #***	***Amount***	***Check***	***Cash***
			$	$	$
Totals			**$ 3,225.00**	**$ 2,627.00**	**$ 180.00**

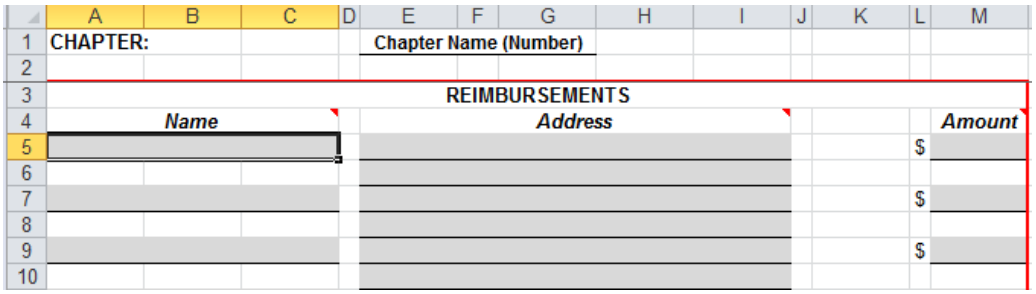
Total Registrations through Council	$ 3,225.00	
Total Registrations On-Site (Checks)	$ 2,627.00	
Total Registrations On-Site (Cash)	$ 180.00	
Total Receipts		**$** 6,032.00

Closing the Chapter Event Reimbursements-Refunds Worksheet

Expenses for all items or services purchased for the event must be tracked. Receipts must be collected and turned in when the event budget is closed out. Reimbursements cannot be made without a receipt for the item(s) purchased or services received. All receipts must be turned in at the conclusion of the event. It is the responsibility of the chapter adviser and the chapter staff adviser to enforce this requirement. When the receipts for expenditures by chapter members are not turned in on time, the reimbursements can be delayed.

- **Keep track of all expenses incurred.**
- **Get receipts for everything.**
- **Make it a practice/requirement that all receipts MUST be turned in before the closing of the event.**

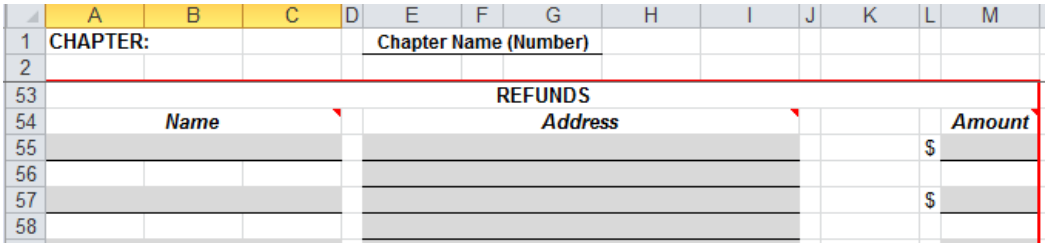
The *Reimbursements-Refunds* worksheet is used to summarize the reimbursements due to individuals who have make purchases on behalf of the chapter. The receipt details are entered on the *Final Closeout* worksheet.



If money has to be refunded, the name of the individual receiving the refund is listed along with the original receipt number, mailing address, and dollar amount of the refund. Refunds are governed by the lodge and council refund policy:

> All but 15% of an individual's fee is refundable, as long as the individual cancels in writing at least 30 days prior to the date of the activity. This policy does not supersede the "non-refundable" situation that is sometimes used in the Council or District programs.
>
> "Non-refundable" situations are when the event registration fee is $25.00 or less.

The refunds are totaled and "mapped" from the *Reimbursements-Refunds* worksheet to the appropriate section of the *Final Closeout* worksheet.



An example of the *Reimbursements-Refunds* worksheet for "Reimbursements" is located on page 29; and for "Refunds" is located on page 30.

CHAPTER: **O/A Amangamek-Wipit**

REIMBURSEMENTS

Name	*Address*	*Amount*
Thomas E. Watson, Jr.	11815 Parliament Drive Woodbridge, VA 22192	$ 818.40
Jeffery A. Morrow	8802 Telegraph Crossing Court Lorton, VA 22079	$ 283.68
Edwin R. Yarbrough	43130 Arundell Court Ashburn, VA 20148	$ 134.38
David Vitalis	12100 Metcalf Circle Fairfax, VA 22030	$ 65.32
Robert J. Owen	8700 Bellwood Road Bethesda, MD 20817	$ 494.92
Michael Donaghue	24382 Hilton Place Gaithersburg, MD 20882	$ 243.68
James E. Mitchell, III	5320 Chandley Farm Circle Centreville, VA 20120	$ 102.78
Duane R. Schoenhardt	5320 Chandley Farm Circle Fredericksburg, VA 22407	$ 35.15
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
	Total Reimbursements	**$** 2,178.31

CHAPTER: **O/A Amangamek-Wipit**

REFUNDS

Name	*Address*	*Amount*
Christopher A. Downey (102015)	4612 Sutton Oaks Drive Chantilly, VA 20151	$ 51.00
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
	Total Refunds	**$** 51.00

Final Closeout Worksheet

Calculating Actual Revenue

The first section of the *Final Closeout* worksheet calculates the actual revenue for the event. The number of registered attendees (i.e. Ordeal candidates, Elangomats, members, etc.) is entered in the gray shaded fields and any miscellaneous income is indicated as appropriate in the gray shaded fields. The total represents the revenue collected for the event (DO NOT reduce this amount for paid registrants that do not attend the event). Remember that member dues are NOT reported on this form.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	CHAPTER:			Chapter Name (Number)							Account #:			Cost Center Number		
2																
3	CALCULATING ACTUAL REVENUE															
4								Quantity			Cost			Total		
5		Ordeal Candidates							x	$	0.00	=	$	0.00		
6		Elangomats							x	$	0.00	=	$	0.00		
7		Members							x	$	0.00	=	$	0.00		
8		Members (Day Only)							x	$	0.00	=	$	0.00		
9		Feast Only							x	$	0.00	=	$	0.00		
10		0							x	$	0.00	=	$	0.00		
11		0							x	$	0.00	=	$	0.00		
12									x	$		=	$	0.00		
13									x	$		=	$	0.00		
14		Late Fee							x	$		=	$	0.00		
15																
16		REVENUE											$	0.00		
17																

If left over food is sold or income is derived from any other sources, it must be accounted for on the *Final Closeout* worksheet.

Calculating Actual Expenses

The second section of the *Final Closeout* worksheet provides for a detailed listed of receipts for the indicated expenses categories (Food, and Operating). Using the gray shaded fields each of the expenses receipts for the categories indicated is filled. When entering your expenditures, you should list the name of the store or vendor where the purchase was made and the name of the member who was responsible for the purchase (i.e. Costco (John Adviser) for food or USPS (Bill Adviser) for postage). Each individual receipt should be recorded, do not aggregate the receipts from similar stores/vendors. The total expense by category is calculated automatically. The *Total Disbursements* (*Reimbursements*) is calculated automatically and should equal the total on The *Reimbursements* section of the *Reimbursements-Refunds* worksheet.

16	**CALCULATING ACTUAL EXPENSES**				
17	**Food**	[attach all original receipts]		Cost	
18			$		
19			$		
20			$		
21			$		
22			$		
23			$		
24			$		
25			$		
26			$		
27			$		
28			$		
29		TOTAL ACTUAL FOOD COSTS			$ 0.00
30	**Postage**	[attach all original receipts]		Cost	
31			$		
32			$		
33			$		
34			$		
35		TOTAL ACTUAL POSTAGE COSTS			$ 0.00
36	**Printing**	[attach all original receipts]		Cost	
37			$		
38			$		
39			$		
40			$		
41		TOTAL ACTUAL PRINTING COSTS			$ 0.00
42	**Awards**	[attach all original receipts]		Cost	
43			$		
44			$		
45			$		
46			$		
47			$		
48			$		
49		TOTAL ACTUAL AWARDS COSTS			$ 0.00
50	**Ceremonies**	[attach all original receipts]		Cost	
51			$		
52			$		
53			$		
54			$		
55			$		
56			$		
57		TOTAL ACTUAL CEREMONIES COSTS			$ 0.00
58	**Health & Safety**	[attach all original receipts]		Cost	
59			$		
60			$		
61			$		
62			$		
63		TOTAL ACTUAL HEALTH & SAFETEY COSTS			$ 0.00
64	**Facility/Site Infrastructure**	[attach all original receipts]		Cost	
65		Facility Usage Fee	$		
66		Port-a-John(s)	$		
67			$		
68			$		
69			$		
70		TOTAL ACTUAL FACILITY/SITE INFRASTRUCTURE COSTS			$ 0.00
71	**Total Disbursement (Reimbursements)**				
72		TOTAL ACTUAL DISBURSEMENTS (REIMBURSEMENTS)			$ 0.00
73	**Checks issued by Council Finance Office**				
74		Facility Usage Fee	$		
75		Port-a-John(s)	$		
76			$		
77			$		
78		Total Refund Checks paid by Council Finance Office	$	0.00	
79		TOTAL ACTUAL CHECKS FROM COUNCIL FINANCE OFFICE			$ 0.00

The last section calculates the event specific costs (i.e. sashes, handbooks, patches, insurance and dues for new Ordeal members, Brotherhood conversions, and Elangomats only) based on the number of attendees (i.e. Ordeal candidates and Brotherhood candidates). The quantities are “mapped” from entries provided when the quantities where entered under “Ordeal” on the *Consignment* worksheet and are totaled automatically. If there were some pre-registered Ordeal and Brotherhood candidates that did not attend, you will NOT need to adjust these numbers to reflect the actual numbers who participated in the Ordeal and Brotherhood conversion.

The liability Insurance recovery and Ordeal candidate dues quantities are “mapped” from the entries provided in the Calculating Actual Revenue. If there were some pre-registered Ordeal candidates and members that did not attend, you MUST adjust these numbers to reflect the actual numbers who participated in the event by entering the number of “no shows in the gray cell provided.

The Candidate Dues paid is automatically mapped from the number of registered Ordeal candidates. If there were some pre-registered Ordeal candidates that did not attend, you MUST adjust this number to reflect the actual number who participated in the event by entering the number of “no shows in the gray cell provided.

83								
84	**Ordeal Candidates**	Quantity		Cost		Total		
85	Ordeal Sash (Regular)	0						
86	Ordeal Sash (Long)	0						
87	O/A Handbook	0						
88	Amangamek-Wipit Flap	0						
89		0	x	18.00	= $	0.00	$	0.00
90	**Brotherhood Candidates**	Quantity		Cost		Total		
91	Brotherhood Sash (Regular)	0						
92	Brotherhood Sash (Long)	0						
93		0	x	14.00	= $	0.00	$	0.00
94	**Elangomats**	Quantity		Cost		Total		
95	Elangomat Patch	0	x	3.00	= $	0.00	$	0.00
96	**Insurance Recovery**	Quantity		Cost		Total		
97	Ordeal Candidates / Elangomats / Members	0	x	2.00	= $	0.00		
98	**No Shows** Ordeal Candidates / Elangomats / Members							
99	Non-members							
100	Members (Day Only)	0	x	1.00	= $	0.00		
101	Feast Only	0	x	1.00	= $	0.00	$	0.00
102	**Dues**	Quantity		Cost		Total		
103	***Candidates*** O/A Dues	0	x	12.00	= $	0.00	$	0.00
104	***No Shows Candidates***							
105								
106	**TOTAL ACTUAL EXPENSES**						$	0.00
107	**TOTAL ACTUAL REVENUE**						$	0.00
108	**DIFFERENCE**						$	0.00
109	For Honor Chapter consideration (all Levels) difference cannot be negative							
110	**TRANSFER FIGURES TO THE ORDER of the ARROW "ACTIVITY BUDGET PLANNING/REPORT SHEET"**							
111								

The calculation of the Total Actual Expenses and Total Actual Revenue is automatic.

The transfer of figures from your *Final Closeout* worksheet to the *Order of the Arrow Event Budget Planning-Report* worksheet is automatic.

Remember, No event should ever result in a negative balance. (Performance in this area significantly impacts Quality Chapter Program recognition.)

The Chapter Adviser will forward the completed Chapter Event Budget Workbook to the Lodge Finance & Membership Adviser for Review. The Lodge Finance Adviser will review the worksheets and notify the Chapter Adviser of their approval or provide adjustments as necessary. Once the workbooks have been successfully reviewed the chapter should print the *Order of the Arrow Budget Planning-Report* worksheet, the *Consignment* worksheet, the *Receipts* worksheet, the *Reimbursements-Refunds* worksheet, and the *Final Closeout* worksheet, for signature as appropriate and deliver all forms to the Lodge Staff Adviser for processing by the council finance office.

An example of the *Consignment* W*orksheet* (Returned”) is located on pages 35.

An example of the *Final Closeout* W*orksheet* is located on pages 36-37.

An example of the *OA Budget Planning-Report* W*orksheet* is located on pages 38

CHAPTER:	**O/A Amangamek-Wipit**	**REQUEST DATE:**	02-May-11
EVENT NAME:	**Ordeal (Spring)**	**EVENT DATE:**	**6-May-11 8-May-11**
RECEIVED BY:	Michael Donaghue	**RECEIVED:**	03-May-11
RETURNED BY:		**RETURNED:**	

Item Description	**Price "Retail"**	**Requested**	**Received**	**Quantities Ordeal**	**Returned**	**Used**	**Sales**
Ordeal Sash (Regular)	$ 16.00	48	48	22	26	-	$ -
Ordeal Sash (Long)	$ 16.00	48	48	37	11	-	$ -
OA Handbook	$ 3.50	96	96	59	37	-	$ -
OA Lodge Flap	$ 3.00	96	96	59	37	-	$ -
Brotherhood Sash (Regular)	$ 16.00	36	36	14	22	-	$ -
Brotherhood Sash (Long)	$ 16.00	36	36	18	18	-	$ -
Elangomat Patch	$ 3.00	20	20	10	10	-	$ -
OA Pocket Device	$ 3.80	100	100	59	15	26	$ 98.80
OA Baseball Cap	$ 18.00					-	$ -
OA Hat Pin Silver Arrow	$ 4.50	30	30		20	10	$ 45.00
OA Pewter Pin	$ 4.00					-	$ -
OA Jacket Emblem	$ 6.00	25	25		17	8	$ 48.00
OA 3" Sticker	$ 2.00	25	25		12	13	$ 26.00
OA Hat Pin	$ 1.50					-	$ -
Vigil Pin	$ 4.50					-	$ -
Ordeal Ceremony Book	$ 5.00					-	$ -
Brotherhood Ceremony Book	$ 5.00					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
	$ -					-	$ -
Field Receipt Book	n/c						
Spirit of the Arrow Booklets (1-8)	n/c						

Total Sales to charged to Account # 1-2371-419-00 OA Trading Post Sales $ 217.80

The Trading Post consignment must be closed and returned within 30 days of the Activity

CHAPTER: O/A Amangamek-Wipit **Account #:** 1-2371-000-00

CALCULATING ACTUAL REVENUE

	Quantity		Cost		Total
Ordeal Candidates	60	x $	60.00	= $	3,600.00
Elangomats	11	x $	22.00	= $	242.00
Members	67	x $	25.00	= $	1,675.00
Members (Day Only)	2	x $	15.00	= $	30.00
Feast Only	9	x $	10.00	= $	90.00
0		x $	0.00	= $	0.00
0		x $	0.00	= $	0.00
Non-member	1	x $	10.00	= $	10.00
		x $		= $	0.00
Late Fee	77	x $	5.00	= $	385.00
REVENUE				$	6,032.00

CALCULATING ACTUAL EXPENSES

Food [attach all original receipts]

		Cost
Sam's Club (Thomas E. Watson, Jr.)	$	818.40
Safeway (Jeffery A. Morrow)	$	264.72
Lowes (Edwin R. Yarbough)	$	134.38
Giant Food (David Vitalis)	$	65.32
Bloom (Jeffery A. Morrow)	$	18.96
	$	
	$	
	$	
	$	
	$	
	$	
TOTAL ACTUAL FOOD COSTS	$	1,301.78

Postage [attach all original receipts]

		Cost
USPS (Robert J. Owen)	$	100.80
	$	
	$	
	$	
TOTAL ACTUAL POSTAGE COSTS	$	100.80

Printing [attach all original receipts]

		Cost
Staples (Robert J. Owen)	$	304.56
	$	
	$	
	$	
TOTAL ACTUAL PRINTING COSTS	$	304.56

Awards [attach all original receipts]

		Cost
Staples (Robert J. Owen)	$	89.56
OA Pocket Arrow (59 @ $3.80 = $224.20)	$	
	$	
	$	
	$	
	$	
TOTAL ACTUAL AWARDS COSTS	$	89.56

Ceremonies [attach all original receipts]

		Cost
Michaels (Michael Donaghue)	$	243.68
Tandy (James E Mitrchell, III)	$	102.78
	$	
	$	
	$	

CHAPTER: O/A Amangamek-Wipit **Account #:** 1-2371-000-00

			$		
TOTAL ACTUAL CEREMONIES COSTS				$	346.46
Health & Safety	[attach all original receipts]		Cost		
CVS (Duane R Schoenhardt)			$ 35.15		
			$		
			$		
			$		
TOTAL ACTUAL HEALTH & SAFETEY COSTS				$	35.15
Facility/Site Infrastructure	[attach all original receipts]		Cost		
State Park	Facility Usage Fee		$		
Don's Johns	Port-a-John(s)		$		
			$		
			$		
			$		
TOTAL ACTUAL FACILITY/SITE INFRASTRUCTURE COSTS				$	0.00
Total Disbursement (Reimbursements)					
TOTAL ACTUAL DISBURSEMENTS (REIMBURSEMENTS)				$	2,178.31
Checks issued by Council Finance Office					
State Park	Facility Usage Fee		$ 300.00		
Don's Johns	Port-a-John(s)		$ 225.00		
OA Pocket Arrow (transfer to 1-2371-419-00)			$ 224.20		
			$		
Total Refund Checks paid by Council Finance Office			$ 51.00		
TOTAL ACTUAL CHECKS FROM COUNCIL FINANCE OFFICE				$	800.20

Ordeal Candidates	Quantity		Cost		Total		
Ordeal Sash (Regular)	22						
Ordeal Sash (Long)	37						
O/A Handbook	59						
Amangamek-Wipit Flap	59						
	59	x	18.00	= $	1,062.00	$	1,062.00
Brotherhood Candidates	Quantity		Cost		Total		
Brotherhood Sash (Regular)	14						
Brotherhood Sash (Long)	18						
	32	x	14.00	= $	448.00	$	448.00
Elangomats	Quantity		Cost		Total		
Elangomat Patch	10	x	3.00	= $	30.00	$	30.00
Insurance Recovery	Quantity		Cost		Total		
Ordeal Candidates / Elangomats / Members	138	x	2.00	= $	272.00		
No Shows Ordeal Candidates / Elangomats / Members	3						
Non-members	1						
Members (Day Only)	2	x	1.00	= $	2.00		
Feast Only	9	x	1.00	= $	9.00	$	283.00
Dues	Quantity		Cost		Total		
Candidates O/A Dues	60	x	12.00	= $	708.00	$	708.00
No Shows Candidates	1						

TOTAL ACTUAL EXPENSES	$	5,509.51
TOTAL ACTUAL REVENUE	$	6,032.00
DIFFERENCE	$	522.49

For Honor Chapter consideration (all Levels) difference cannot be negative

TRANSFER FIGURES TO THE ORDER of the ARROW "ACTIVITY BUDGET PLANNING/REPORT SHEET"

Order of the Arrow Event Budget Planning and Report Sheet

Name of Event:	**Ordeal (Spring)**	Date of Event:	**6-May-11** **8-May-11**
Chapter:	**O/A Amangamek-Wipit**		
Cost Center #	**1-2371-000-00**	Date to be Closed:	**05/17/11**
Expected Attendance:	240	Actual Attendance:	150

Expenses	Last Year	Budget	Actual
Food	$ 1,863.46	$ 2,036.25	$ 1,301.78
Postage	$ 98.60	$ 105.60	$ 100.80
Printing	$ 295.64	$ 300.00	$ 304.56
Awards (Recognitions)	$ 94.16	$ 100.00	$ 89.56
Ceremonies	$ 245.19	$ 250.00	$ 346.46
Health & Safety	$ 48.15	$ 50.00	$ 35.15
Port-a-John(s) (Sanitation)	$ 325.00	$ 375.00	$ 225.00
Site/Facility Rental	$ 415.00	$ 480.00	$ 300.00
Less: Reimbursements			**$ 2,178.31**
Sub-Total Event Expenses	$ 3,385.20	$ 3,696.85	$ 525.00
Program Materials			
Ordeal Sashes, OA Handbooks, & Lodge Flaps	$ 1,530.00	$ 1,620.00	$ 1,062.00
Brotherhood Sashes	$ 770.00	$ 840.00	$ 448.00
Elangomat Patches	$ 42.00	$ 45.00	$ 30.00
OA Pocket Arrow	$ 323.00	$ 342.00	$ 224.20
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ -	$ -	$ -
Sub-Total Program Exp	$ 2,665.00	$ 2,847.00	$ 1,764.20
Liability Recovery	$ 425.00	$ 450.00	$ 283.00
Dues (Ordeal Candidates Only)	$ 1,020.00	$ 1,080.00	$ 708.00
Contingency		$ 656.15	
Total Expenses	$ 7,495.20	$ 8,730.00	$ 5,458.51
Revenue			
Registration Fees	$ 8,600.00	$ 8,730.00	$ 6,032.00
Miscellaneous	$ -	$ -	$ -
Less: Approved Refunds	**$ 102.00**		**$ 51.00**
Total Revenue	$ 8,498.00	$ 8,730.00	$ 5,981.00
Excess Revenue/Deficit	$ 1,002.80		$ 522.49

Pre-Approval

Peter C. Forester 03/10/2011

(Prepared by - Chapter Adviser)

Lawrence M. Affeva 03/17/2011

(Reviewed by - Lodge Finacial Adviser)

Alan F. Lambert 03/18/2011

(Approved by - Lodge Staff Adviser)

Close out approval

Peter C. Forester 05/17/2011

(Prepared by - Chapter Adviser)

(Reviewed by - Lodge Financial Adviser)

(Approved by - Lodge Staff Adviser)

Disposition of Funds

Total Revenue	$	5,981.00
Sub-Total Event Exp	$	525.00
Sub-Total Prog Exp	$	1,764.20
(1-2371-419-00)		
Disbursements	$	2,178.31
Liability Recovery	$	283.00
(1-9315- -)		
Dues (Ordeal Only)	$	708.00
(1-2371-425-00)		
Subtotal	$	5,458.51
Balance	$	522.49

Immediately Following the Event:

- All income must be deposited in the assigned account by the Chapter Staff Adviser (District Executive) immediately following the event;
- The supply consignment must be returned, a signed acknowledgement obtained for the chapter, and the Trading Post sales money deposited immediately following the event; (please return the supply consignment promptly, as other chapters may need these items). IF THE CONSIGNMENT IS NOT RETURNED THE CHAPTER ACCOUNT WILL BE CHARGED FOR THE TOTAL VALUE OF THE CONSIGNMENT.

Within 7 Calendar Days after the Event is Over

- The new Ordeal candidate induction(s) must be turned in to the Lodge Finance & Membership Adviser or designee (*Ordeal Induction Report* form). The information provided should be as complete as possible. The Ordeal member's full name as it is registered with BSA should be indicated (the BSA Personal ID registration number should be indicated on the form). Abbreviations or nicknames will make it difficult to process the new Ordeal member correctly. Incomplete forms will delay updating the new Ordeal member's membership records.
- If a Brotherhood conversion was held the *Brotherhood Conversion Report* form must be turned in to the Lodge Finance & Membership Adviser or designee. The information provided should be a complete as possible. The Brotherhood member's full name as it is registered with BSA should be indicated (if the BSA Personal ID registration number should be indicated on the form). Abbreviations or nicknames will make it difficult to process the new Brotherhood member correctly. Incomplete forms will delay updating the new Brotherhood member's membership records.

An example of the *Ordeal Induction Report* form is located on page 40.

An example of the *Brotherhood Conversion Report* form is located on page 41.

	AMANGAMEK-WIPIT LODGE NO. 470 Order of the Arrow
	National Capital Area Council ● Boy Scouts of America **9190 Rockville Pike ● Bethesda MD 20814-3897**

Ordeal Induction Report

PRINT Legibly

ALL information MUST be provided; forms with missing data will be returned and not be processed

Chapter Request

Complete appropriate column

X New Ordeal Member

Council Chapter

X Dues

General Information **OALM ID #** **5000001**

Name

Title	*First Name*	*Middle Name or Initial*	*Last Name*	*Suffix*	*Nickname*
	Herchel	**L**	**Abbott**	**Jr**	

Address **Other Details**

Mailing Address 1	**123 Main Street**	*BSA Personal ID*		**123456789**	
Mailing Address 2		*E-mail Address (one you read!)*			
City	**Washington**	*Gender*	**M**	*Birth Date*	
State	**DC**	*Registered Unit Type*		**Troop**	*No.* **1234**
Zip Code	**20009**	*Chapter*		**Council**	

Telephone

Number	*Extension*	*Type*	*Primary*
202-987-6543		**Home**	**X**

Ordeal

Induction Date	**05/07/201**
Lodge	**Amangamek-Wipit**
Council	**National Capital Area**

	AMANGAMEK-WIPIT LODGE NO. 470 Order of the Arrow
	National Capital Area Council ● Boy Scouts of America **9190 Rockville Pike ● Bethesda MD 20814-3897**

Brotherhood Conversion Report

PRINT Legibly

ALL information MUST be provided; forms with missing data will be returned and not be processed

Chapter Request

Complete appropriate column

X Brotherhood Conversion

Council Chapter

Dues (if paid at this time)

General Information **OALM ID #** **5000002**

Name

Title	*First Name*	*Middle Name or Initial*	*Last Name*	*Suffix*	*Nickname*
	William	**P**	**Jones**		

Address **Other Details**

Mailing Address 1	**456 Summer Lane**	*BSA Personal ID*	**112134987**		
Mailing Address 2		*E-mail Address (one you read!)*			
City	**Fairfax**	*Gender*	**M**	*Birth Date*	
State	**VA**	*Registered Unit Type*	**Troop**	*No.*	**1234**
Zip Code	**22203**	*Chapter*	**Council**		

Telephone

Number	*Extension*	*Type*	*Primary*
703-987-3214		**Home**	**X**

Ordeal

Induction Date	**06/01/2009**
Lodge	**Amangamek-Wipit**
Council	**National Capital Area**

Brotherhood

Induction Date	**05/07/2011**
Lodge	**Amangamek-Wipit**
Council	**National Capital Area**

Within 30 Calendar Days after the Event is Over

- The *Order of the Arrow Event Budget Planning-Report* worksheet must be finalized, listing the actual income and expenses;
- All original receipts for expenses MUST be submitted to the lodge through the Chapter Staff Adviser; who will complete the “Check Request” form before submitting them to the Lodge Staff Adviser for processing. If refunds have been approved the original receipt MUST be submitted with the refund request to the lodge through the Chapter Staff Adviser; who will complete the “Check Request” form before submitting them to the Lodge Staff Adviser for processing.
- The account must be closed out with the Lodge Finance & Membership Adviser and Lodge Staff Adviser (Camping Director);

Collection of Member Dues

Collection of member dues is NOT a Chapter function. However, if dues are collected from members at the event, they are to be turned in separately from the actual event and trading post monies. All dues receipts must be accompanied by the standard *Current member Dues/Record Update* form.

The information provided should be a complete as possible; including the date of birth, BSA Personal ID number and the OALM ID number. The full name as it is registered with BSA should be indicated. Abbreviations or nicknames alone will make it difficult to process the dues payment correctly.

Remember these monies are NOT included with the event budget calculations.

An example of the *Current Member Dues/Record Update* form is located on page 44.

	AMANGAMEK-WIPIT LODGE NO. 470 Order of the Arrow
	National Capital Area Council ● Boy Scouts of America **9190 Rockville Pike ● Bethesda MD 20814-3897**

Current Member Dues/Record Update Form or Transfer Form

PRINT Legibly

ALL information MUST be provided; forms with missing data will be returned and not be processed; date format (MM/DD/YYYY)

Individual Member Request (Check all that apply)

☐ Transfer from another Lodge — Lodge: — Council:

☐ Information Change

☒ Dues $12.00 — Make checks payable to: NCAC-BSA O/A — Account #1-2371-425-00

General Information

OALM ID # (NCAC Only) 5000003

Name

Title	*First Name*	*Middle Name or Initial*	*Last Name*	*Suffix*	*Nickname*
	John	**W**	**Warner**		

Address / **Other Details**

Mailing Address 1	**6259 Roosevelt Boulevard**	*BSA Personal ID*	**111234567**		
Mailing Address 2		*E-mail Address (one you read!)*			
City	**Chesapeake**	*Gender*	**M**	*Birth Date*	
State	**MD**	*Registered Unit Type*	**Troop**	*No.*	**1234**
Zip Code	**20065**	*Chapter*	**Council**		

Telephone

Number (xxx-xxx-xxxx)	*Extension*	*Type*	*Primary (only one # can be primary)*
301-369-8741		**Home**	☒
		Mobile	☐
		Business	☐

For transfers or previously inducted members dates (MM/DD/YYYY) must be supplied, use best guess if necessary

Ordeal

Induction Date	**06/01/2010**
Lodge	Amangamek-Wipit
Council	National Capital Area

Brotherhood

Induction Date	
Lodge	
Council	

Vigil

Vigil members NOT inducted by Amangamek-Wipit, MUST supply a copy of the Vigil certificate, or provide sufficient information to allow verification by the Lodge.

(You will be listed as Brotherhood until verification is completed)

Certificate Date	
Induction Date	
Induction Location (NCAC Only)	
Lodge	
Council	
English Vigil Name	
Translation	

Procedures at the Council Office

With these completed forms and the inventoried supplies to be returned, there should be two amounts of money to be deposited (three if dues are collected).

- Income received at the door and income received from the sale of excess food or other sources at the event should be deposited into the chapter cost center. This should be rung into the cash register at the Service Center and the receipt(s) attached to the *Order of the Arrow Event Budget Planning and Report* worksheet.
- Income from the Trading Post Sales should be deposited into the *O/A Trading Post Sales* (OA Custodial Account 1-2371-290-00). This should be rung into the cash register at the Service Center and the receipt attached to the *Consignment* worksheet.
- Dues payments from **members** should be deposited to the *Order of the Arrow Dues* (OA Custodial account Number 1-2371-425-00). This should be rung into the cash register at the Service Center and the receipt(s) attached to the *Current Member Dues/Record Update Form*.

After ringing in the money and completing the forms, the Chapter Adviser and/or District Executive should turn the following over to the Lodge Staff Adviser to complete closing the Event Account:

- *Order of the Arrow Event Budget Planning and Report* worksheet with all receipts for expenses and field receipts for income attached.
    - A copy of the *Order of the Arrow Event Budget Planning and Report* worksheet is keep by the Lodge Staff Adviser (Camping Director) and is held for review by the Lodge Treasurer and Financial Adviser.
    - The original with receipts for income and expenses is forwarded to the Council Finance office.
    - Check requests for reimbursements, invoices, or refunds are completed by the Lodge Staff Adviser. The originals are forwarded to the Council Finance office for processing and copies are kept for review by the Lodge Treasure and Financial Adviser.
- Chapter Event Budget Workbook (*Receipts, Reimbursements-Refunds,* and *Final Closeout*)
    - These worksheets are held by the Lodge Staff Adviser for review by the Lodge Treasurer and Financial Adviser.
- *Consignment* worksheet from the Chapter Event Budget Workbook and unsold consignment supplies, if not turned in earlier (including leftover membership cards, dues forms, and Spirit of the Arrow Booklets).
    - A copy of the *Consignment* worksheet is forwarded to the Council Finance office with a copy retained for review by the Lodge Treasurer and Finance Adviser.

- *Ordeal Induction Reports, Brotherhood Conversion Reports and Current Member Dues/Record Update Forms*, these are separated into three batches: Ordeal candidates, Brotherhood conversions and existing members.
    - These forms are delivered to the designated Council Administrative Staff for verification or input into the lodge membership database. The **actual forms must be used** to enable the lodge to audit the membership database for accuracy.
    - The Ordeal Induction Reports and Brotherhood Conversion Reports can be completed electronically (using mail merge, saving the merged file, and e-mailing the file to the lodge). Be sure to carefully review your forms for accuracy and completeness. Forms with missing data will NOT be processed.