

HOSTING SUMMARY SHEET

Hosts:
Assistants (If any):
From (start-date) until(end-date).

Enclosed are copies of the Charge Sheet Forms for everybody (except Hosts and Co-Hosts) who occupied the lodge. We used our pre-session records and those forms to prepare the following summary:

We collected:

\$..... Forfeited deposits because of cancellations, plus
\$..... Associate Member daily dues, plus
\$..... Lodging (dorm- and room-beds and Recreation Vehicles); plus
\$..... Motel tax; plus
\$..... Meals; plus
\$..... for; plus
\$..... Donations. Our Subtotal =

\$..... **Total collected.**

We paid out (and enclose receipts):

\$..... Food for our meals;
\$..... Non-food other items such as;
\$..... Food/pantry replenishment; and
\$..... Housekeeping replenishment. Our Subtotal =

\$..... **Total paid-out.**

Using:

\$..... **collected**; minus \$..... **paid-out**; we made
\$..... **net proceeds.**

Comments:
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A check made out to **ECHO SUMMIT LODGE** or Venmo Payment for the **net proceeds** must be mailed to Cindy Toran, PO Box 950, Kenwood, CA 95452 or Venmo @Echo-SummitLodge with **this sheet ()**, your **receipts ()**, **copies of charge-sheets ()** and a **filled-out "Leave No Trace" Check Sheet ()**. Cindy pays our bills promptly and needs your payment and the other papers promptly (no later than 2 weeks after your session).

THANK YOU VERY MUCH FOR YOUR DEDICATION TO THE LODGE.