

STRICTLY PRIVATE AND CONFIDENTIAL

Mather House Council Official Expense Report

Spring 2016

Treasurer: Karl Aspelund

Projected Semester Income	\$18,191.53 [1]	Starting Balance:	\$13,404.37 [2]
Projected Semester Expenses	\$15,667.11 [3]	Projected Ending Balance:	\$15,000.00 [4]
PREVIOUS SPRING	\$2,524.42 [5]		

Actual Semester Income  
Actual Semester Expenses To-Date

Projected Laundry Income \$3,500.00

Transportation	Difference	Projected Dollar Amount	Actual Dollar Amount	Description	Check No.	Cashed [6]
2/12/2016			\$30.68	Karl Uber to Blanchards	Venmo	
Total	-\$30.68	\$0.00 [7]	\$30.68			

Alcohol for Most of the Happy Hours	Difference	Projected Dollar Amount	Actual Dollar Amount	Description	Check No.	Cashed [8]
2/12/2016		\$500.00	\$495.24	Karl	Venmo	
Total	\$4.76	\$500.00 [9]	\$495.24			

Super Bowl Party	Difference	Projected Dollar Amount	Actual Dollar Amount	Description	Check No.	Cashed
February 7, 2016 [10]						
Food & Drinks [11]		\$100.00	\$99.32	Domenica and Phillip	Venmo	
Total	\$0.68	\$100.00	\$99.32			

General Meeting #1	Difference	Projected Dollar Amount	Actual Dollar Amount	Description	Check No.	Cashed
January 31, 2016						
Food		\$20.00	\$37.45	Avni	Venmo	
Total	-\$17	\$20.00	\$37.45			

Happy Hour 1	Difference	Projected Dollar Amount	Actual Dollar Amount	Description	Check No.	Cashed
February 12, 2016						
Alcoholic Beverages						
Cups			\$24.43	Karl	Venmo	
Food			\$85.00	Phillip	Venmo	
Total	-\$9.43	\$100.00	\$109.43			

General Meeting 2	Difference	Projected Dollar Amount	Actual Dollar Amount	Description	Check No.	Cashed
February 15, 2016						
Alcoholic Beverages						
Non-Alcoholic Beverages						
Food		\$20.00	\$19.23	Avni	Venmo	
Total	\$0.77	\$20.00	\$19.23			

General Meeting 3	Difference	Projected Dollar Amount	Actual Dollar Amount	Description	Check No.	Cashed
February 21, 2016						
Alcoholic Beverages						
Non-Alcoholic Beverages						

Food		\$20.00	\$19.23	Avni		Venmo	
Total	\$0.77	\$20.00	\$19.23				
<b>Happy Hour 2</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
February 26, 2016							
Alcoholic Beverages							
Cups						Venmo	
Food			\$99.85	Phillip and Domenica		Venmo	
Total	\$0.15	\$100.00	\$99.85				
<b>General Meeting 4</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
February 28, 2016							
Alcoholic Beverages							
Non-Alcoholic Beverages							
Food		\$20.00				Venmo	
Transportation		0					
Total	\$20.00	\$20.00	\$0.00				
<b>General Meeting 5</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
March 6, 2016							
Alcoholic Beverages							
Non-Alcoholic Beverages							
Food		\$20.00	\$0.00				
Total	\$20	\$20.00	\$0.00				
<b>Housing Day Supplies</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
March 10, 2016							
T-shirts	\$2,200	\$2,200.00					
Headbands	\$500.0	\$500.00					
Sunglasses	\$500	\$500.00					
Gift Bags	\$50.00	\$50.00					
Bead Necklaces	\$40	\$40.00					
Misc. Decorating Supplies	\$400.00	\$400.00					
Misc #1		\$0.00					
Misc #2		\$0.00					
Misc #3 - Decorating Supplies		\$0.00					
Blow Horns		\$0.00					
Food Supplies	\$0.0	\$0.00					
Food Supplies #2	\$0.00						
Food Supplies #3		\$0.00					
DJ Reimbursement	\$0	\$0.00					
Total	\$4,000.00	\$4,000.00	\$0.00				
<b>Happy Hour #3 (Housing Day)</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
March 13, 2014							
Alcoholic Beverages	\$100.00	\$100.00		We'll need more			4/4/2014
	\$0						
Food and drink	\$300.00	\$300.00		Cause this one is special			3/31/2014
Food #2	\$0.00	0					4/2/2014
Total	\$400.00	\$400.00	\$0.00				

General Meeting 6	Difference	Projected Dollar Amount	Actual Dollar Amoun	Description	Check No.	Cashed
March 20, 2016						
Alcoholic Beverages						
Non-Alcoholic Beverages						
Food		\$20.00				
Total	\$20	\$20.00				
Happy Hour 7	Difference	Projected Dollar Amount	Actual Dollar Amoun	Description	Check No.	Cashed
March 25, 2016						
Alcoholic Beverages						
Non-Alcoholic Beverages						
Food		\$100.00				
Total	\$100.00	\$100.00	\$0.00			
General Meeting 7	Difference	Projected Dollar Amount	Actual Dollar Amoun	Description	Check No.	Cashed
March 27, 2016						
Alcoholic Beverages						
Non-Alcoholic Beverages						
Food		\$20.00				
Total	\$20	\$20.00				
General Meeting 8	Difference	Projected Dollar Amount	Actual Dollar Amoun	Description	Check No.	Cashed
April 3, 2016						
	\$0.00				Debit	
Food	\$20.0	\$20.00			890	4/14/2014
Total	\$20.00	\$20.00	\$0.00			
General Meeting 9	Difference	Projected Dollar Amount	Actual Dollar Amoun	Description	Check No.	Cashed
April 17, 2016						
Alcoholic Beverages						
Non-Alcoholic Beverages						
Food		\$20.00				
Total	\$20	\$20.00				
Mather Lather	Difference	Projected Dollar Amount	Actual Dollar Amoun	Description	Check No.	Cashed
April 8, 2016						
DJ		\$500.00				
T-shirts & Tanks		\$650.00	\$430.00			
Police Department		\$1,200.00				
Fire Department		\$250.00				
City License		\$50.00				
Foam Machine Parts						
Foam Pump						
Plastic Sheeting						
Misc. Build Purchases						
Scaffolding		\$400.00				
Construction Overseer		\$300.00				
Rugs		\$900.00				
Flooring		\$300.00				
Speakers		\$300.00				
Misc.		\$650.00				

Pubbing Costs							
Lighting							
Post-Lather Food							
Total	\$5,500.0000	\$5,500.00					
<b>Swag Sale (NOT CURRENT SWAG SALE)</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
Swag Sale for end of the year							
Order						Debit	
Total	\$4,000.0	\$4,000.00	\$0.00				
<b>General Meeting 10</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
April 24, 2014							
Alcoholic Beverages							
Non-Alcoholic Beverages							
Food		\$20.00					
Total	\$20	\$20.00					
<b>Happy Hour #5 (Final)</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
April 25, 2014							
Alcoholic Beverages						Debit	
Non-Alcoholic Beverages							
Food						Debit	
Misc.						Debit	
Total	\$100.00	\$100.00	\$0.00				
<b>General Meeting 11</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
May 1, 2016							
Alcoholic Beverages							
Non-Alcoholic Beverages							
Food		\$20.00					
Total	\$20	\$20.00					
<b>Mather Formal</b>	<b>Difference</b>	<b>Projected Dollar Amount</b>	<b>Actual Dollar Amount</b>	<b>Description</b>		<b>Check No.</b>	<b>Cashed</b>
May 5, 2014							
Formal Budget		\$2,800.00					
Flowers							
Utensils							
Outdoor Heating							
Food and Non-alcoholic Drinks							
Alcohol							
Ice							
Decorations and Chocolate							
Police Detail							
City License							
Food							
DJ							
Speaker Rental							
Live Music							
Total	\$3,000.00	\$3,000.00	\$0.00				

[1] Kelsey Muller:  
Insert "Actual Semester Expenses" from previous year here

[2] Kelsey Muller: Insert ending balance from last year. Alternatively use starting bank account balance.

[3] Kelsey Muller:  
<<TROUBLESHOOTING>>

Please double click on cell to see function. All cells referenced in function will be highlighted. Check that all "Total" boxes are added up here. Use SUM function.

[4] Kelsey Muller:  
<<TROUBLESHOOTING>>

Starting Balance - Actual Semester Expenses + Semester Income (next tab). Use SUM function.

[5] Kelsey Muller: Gives you a general idea as to how much you've spent comparatively to last year. I would try to not go negative.

[6] Kelsey Muller:  
Generally what I will do is hide this column. Select the entire "column I", then right click on the column header, and select "Hide". In order to unhide you must highlight "columns H and J" and then select "Unhide".

[7] Kelsey Muller:  
<<TROUBLESHOOTING>>

Always double check the SUM function includes all items above

[8] Kelsey Muller:  
Generally what I will do is hide this column. Select the entire "column I", then right click on the column header, and select "Hide". In order to unhide you must highlight "columns H and J" and then select "Unhide".

[9] Kelsey Muller:  
<<TROUBLESHOOTING>>

Always double check the SUM function includes all items above

[10] Kelsey Muller:  
Insert date here

[11] Kelsey Muller:  
Feel free to change purchased items as necessary