



TREE ACCOUNTING REPORT

FESTIVAL OF TREES

BOYS & GIRLS CLUB OF THE FOOTHILLS

Lead Decorator – Name (Company) _____

Address _____

Phone # 1 (cell) _____ Phone #2 (home) _____

Email _____

Tree Title _____

Additional Contact – Name & Cell # _____

In order to comply with tax codes, it is essential that items associated with each tree be recorded in a Tree Accounting Report. Please complete the attached report forms for: Tree or Wreath with Decorations; All Gifts and Items Under the Tree; Tree Accounting Report Summary. These separate categories are needed in order for us to meet tax code requirements. As an example such items that need to be documented include but are not limited to: tree, wreath, decorations, lights, gifts, gift certificates, display pieces, floor coverings, extension cords, etc.

Please number and list each original receipt separately. **Original receipts must be attached to this report when turned in.** Each receipt should identify the business where the item was purchased, item(s) purchased, date of purchase, and purchase price of item(s). If the receipt does not provide any description of the item(s), please very briefly describe each item on the receipt and on the Tree Accounting Report. You do not need to itemize each item on a single. Please keep a copy of the Tree Accounting Report and copies of all receipts for your own records.

The Tree Accounting Report must be turned in to the Accounting Chair by 5pm on Decorating Day.

ACCOUNTING REPORT SUMMARY

PLEASE ATTACH RECEIPTS AND TURN IN BY 5:00PM ON TREE DECORATING DAY

I hereby verify that to the best of my knowledge, the listed accounting information provides a true and accurate report of the values associated with the identified tree that I have decorated for the Boys & Girls Club of the Foothills – Festival of Trees.

Lead Decorator – Signature

Date

FINAL EXPENDITURES ON TREE, WREATH, GIFTS

Tree & Wreath with Decorations	\$ _____
All Gifts & Items under the Tree	\$ _____
TOTAL EXPENDITURES	\$ _____

OFFICE USE ONLY

Receipts Attached YES _____ NO _____
Verified by Staff _____

FINAL REIMBURSEMENT INFORMATION

Amount Advanced by B&GCF	\$ _____
Amount Spent on Tree, Gifts & Wreath	\$ _____
Amount Donated to B&GCF by Decorator	\$ _____
Amount Owed to Decorator	\$ _____
Amount Reimbursed to B&GCF	\$ _____

