

TREE ACCOUNTING REPORT



TREE ACCOUNTING REPORT

Receipts of cash received through the festival office

TREE LEVEL:
 _____ PRESOLD
 _____ 7'
 _____ 4'

TOTAL ADVANCES RECEIVED THROUGH THE FESTIVAL OFFICE ON A DESIGNER ADVANCE FORM: \$ _____

TOTAL OF RECEIPTS SUBMITTED: \$ _____

I hereby verify that to the best of my knowledge, the receipts listed herein provide a true and accurate report of the goods and services I have purchased for the decoration of a tree for the Festival of Trees.

Name: _____	(Office Use Only)
Address: _____	Tree #: _____
Telephone: _____	Recv'd By: _____
Tree Title: _____	Date: _____
Check one: <input type="checkbox"/> Advance Accounting Report <input type="checkbox"/> Reimbursement Request	

 Designer Signature Date

FOR DESIGNERS REQUESTING REIMBURSEMENT ONLY:

Please make reimbursement check payable to:

Name: _____

Address: _____

Allow three weeks for processing

(Office Use Only)

TOTAL OF RECEIPTS SUBMITTED: \$ _____

ADVANCE(S) RECEIVED BY DESIGNER: \$ _____

REFUND DUE FESTIVAL: \$ _____

REFUND SUBMITTED: \$ _____

Verified by: _____

Date: _____ Sales Tax Paid: _____

Directions:	The Festival of Trees' "Designer Funding Policy" provides two methods for payment or reimbursement. If you received money directly from your sponsor, you are not required to submit this form, but is is prudent to account for all cash received.
Advances:	Designers receiving a Festival advance must submit original receipts for items purchased for their trees and the "Tree Accounting Report" to the Festival's Tree Accounting Chair on or before Designer Day at the Festival. This includes all designer advances processed through the Festival office.
Reimbursement:	Designers who do not receive an advance are eligible to submit their original receipts and a "Tree Accounting Report" for reimbursement to the Festival office on or before Designer Day at the Festival. If you have any concerns about meeting this deadline, please contact one of the Tree Accounting Co-Chairs, Vicki Kimball 566-5903 or Maria Ichiyama 265-3267.
General Information:	<p>Designer budgets may cover expenses for ornaments, lights, fireproofing materials, gifts and other tangible products that are provided with the final decoration of the tree and the sales tax associated with those items. The Festival of Trees will not advance or reimburse designers for time, transportation, telephone expenses and the like.</p> <p>Please number and list each original receipt separately. Each receipt must identify the business providing the products, date of purchase, charges for items and the tax paid. If the receipt does not provide any description of the items, please describe each on the Tree Accounting Report.</p> <p>Please keep a copy of the Tree Accounting Report and all receipts for your own records.</p> <p>If you have any questions at any point in this process, please contact one of the Tree Accounting Co-Chairs, Vicki Kimball 566-5903 or Maria Ichiyama 265-3267.</p>

