

SBWGA-18
Policy #2: Tournament Budget/Actual Report

Purpose:

To report Budget/Actual/Variances for SBWGA-18 Tournaments.

Procedures:

1. List Tournament information, income and expenses as described on the report form.
2. The Form is to be signed and dated by the Special Tournaments Chair and the Tournament Chair.

Note:

This is not to be used as an expense reimbursement form. To request reimbursement of expenses, see Form #1.