

Completion of Trip Treasurer Excel versions

In advance of trip

In Form 2, Band charges, enter current cost of petrol, in pence, in cell E11
Enter any multiplier in cell E14

In Form 1, MAIN FORM, for each participant enter name, band, any concession (eg early booking =10), number of nights and initial payment

During the trip

Use Form 4, Miles and Food, to record for each participant (each will now have a column) their daily mileage, any food expenses, other, expenses, public transport costs
Also, to the right of the form (columns AF onwards) there is a CAR column for each person. This is to record the daily mileage of each CAR, so will only be applicable to car owners and used to calculate their mileage reimbursement in Form 3

At the end of the trip

The totals from Form 4 and Form 3 are all carried forward automatically to Form 1 where Column T will indicate what is to be paid or reimbursed. If participants are owed more than their initial payment and it has not been banked then clear it from Column H and return the cheque. If the total of Column T is negative then Red Rope owes money into the trip. If it is positive, then there will be a surplus to be paid to the trip treasurer. The hardest part is trying to work out as much net payment as possible between the trip participants

The totals also transfer to Form 5 summary. Here you can enter any sales of food at the end and the cost of accommodation, if known Then the overall position will be apparent

Email the form and post the cheques to the National Trips Treasurer
treasurer@redrope.org.uk

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