## Trips and Theater Committee

DUTIES [[1]](#footnote-1)

The function of the Trips and Theater Committee (The “Committee”) is to plan and conduct trips that have wide appeal to the members. Typical trips include visits to places of interest, resorts, sightseeing, museums, theatrical productions, etc. Trips vary in length from one day to three days. In unusual situations, longer trips, such as a cruise, can be offered. Normally all trips include wives, close friends or, if space is available, other guests of the member. Expenses are shared through sale of tickets to those who participate. It is not the aim of the Committee to make a profit, but to break even. As a practical matter, some events will produce a small surplus and some a small deficit.

Note: A count of participants going on a trip should be taken at each venue before the bus is about to depart. No member or guest should ever be stranded!

PROCEDURES

The Trips Committee is led by a Chairman (“Trips Chairman”) and usually consists of 10 or more members who are expected to serve for one year or more.

Possibilities for the events for the year are discussed in meetings of the whole Committee on a periodic basis. When a schedule of events is agreed upon, two Committee members are selected to plan and coordinate each event (“Trips Coordinators”). Trip Coordinators are responsible for executing all aspects of a trip, including contacting and planning with venue operators, restaurants and transportation providers. Additionally, they are responsible for handling all cash flow activities of a trip, namely ticket sales, payment of vendor invoices and all other trip-related expenses in cooperation with the Trips Committee Treasurer (“Trips Treasurer”).

The Trips Chairman will provide each Trip Coordinator with a copy of the ***Trips Reference Manual*** which details all aspects of running a trip in accordance with Trips Committee standards. A copy of this manual is incorporated by reference of this overview and is available for review on request by the Trips Committee Chairman.

Additionally, the Trips Committee Chairman will provide the Trip Coordinator with a supply of standard forms (“Standard Trips Package”) prior to execution of a trip to document all aspects of the trip.



Upon completion of a trip, the Trip Coordinators are responsible for completing a Trip Summary Report form listing all receipts, expenses and resulting gain/loss for the trip. The report should contain:

* + - * The number of people who went on the trip
			* The income collected and the expenses incurred, noting the surplus or deficit
			* Any appropriate remarks as to the success of the activities.

This report, together with all other trip forms and expenses documentations, is then passed on to the Trips Chairman for review and approval. The final trip “package” (i.e. forms and backup documentation) is then forwarded to the Trips Treasurer.

The Trips Committee maintains its own bank checking account which is managed along with all financial records by the Trips Treasurer. The Chairman and the Committee Treasurer are individually authorized to sign checks. When there is a change in incumbents, a new form must be executed for the bank’s files showing the new authorities.

All trip ticket sale proceeds are passed on to the Trips Treasurer, *as collected,* for deposit in this account. All trip-related expenditures are paid by check from this account. The monthly bank statement is mailed to the Treasurer who makes sure the checkbook and the bank records are in agreement.

In addition to other financial records (e.g., checkbook, bank statements, monthly book-to-bank reconciliations, etc.), the Trips Treasurer maintains a detailed “Trip Log” of all trips. This log details all receipts (bank deposits) and disbursements (by individual check) as well as each trip gain/loss results. The Trips Treasurer conforms the Trip Log data and results to each Trip Summary Report previously submitted by the Trip Coordinators. The Trips Treasurer maintains all trips documentation on file for reference and future audit. At the end of the year, the Chairman will prepare a yearly report based upon the individual trip reports showing the same information. A copy of the yearly report is submitted to the Chairman of the Auditing Committee. A copy is also provided to the Historian along with the supporting record prepared by the event leaders.

The Audit Committee of the Old Guard reviews the financial records and all trip-related activities of the Trips Committee on an annual basis. The results of each audit are passed on to the Old Guard Chairman and the Board of Directors by means of an annual report issued by the Audit Committee Chairman.

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1. Comments noted here are a summary of the more detailed ***Trips Reference Manual***, which should be referred to when planning and executing trips. [↑](#footnote-ref-1)