**Instructions to Complete Trip Accounting Worksheet**

1. **Payments Tab**

Start this tab by cutting and pasting each participant’s name and email to the left of the spreadsheet, filling in the cell for the total trip price owed by each participant, and then adding the date that each person paid their deposit (i.e. their registration date for the trip) and how much they paid in deposit, in the proper columns.

Moving to the right are three columns for ‘Additional Adjustments’. This could be a participant payment through the Mountaineers for things like extra hotel nights or group tour expenses that were not included in the trip price (these are things that will be charged as part of in the person’s final payment). \*\*You may also arrange for participants to pay these expenses to the vendor directly – there is an advantage to this if you can accomplish it.\*\* Add a note under NOTES to explain what each item is so that you and the participant can remember later.

Last are the columns that show the final payments due. This is the total trip price, plus any additional adjustments, less the deposit that the participant has paid. When you decide that the final payment is due, put that date into column J.

This total spreadsheet can then be used to inform each participant how much they owe in their final payment, and also can be sent to Member Services to let them know that participants will be charged this amount as of that date. I like to clip out each person’s line in this Payments table, save it in its own file, and send it to that person with the communication that they will be seeing an email from the Mountaineers telling them that they have been given ‘offered’ status to allow them to easily pay the payment amount shown in the table and telling them the date when they have to complete the payment. They need to know that ‘offers’ only last 5 days so they need to complete the payment in that time or they will automatically drop to ‘cancelled’ status.

* *For people who have additional adjustments, their final payment will be different from the others. It is easiest for those payments to be processed by calling Member Services, giving them your credit card information, and instructing them how much to charge.*
* *Everyone else will have the same final payment. To process those payments, change each person’s status on the roster to ‘offered’ and change the Member Fee on the listing to the final payment amount. Once an offer is extended, each participant will receive an email telling them that they’ve been offered a spot and telling them to go to the shopping cart to complete the payment. As soon as they complete their payment, they will go back to Registered status and will show with that status on the roster. Be sure to watch for anyone who drops to cancelled status and put them back into offered status, with a reminder to complete the payment.*

1. **Expenses Tab**

As you begin to make vendor commitments for your trip, record each expense item on its own line with a description of the line item and the amount that you budgeted (you can fill this in from your original budget as soon as it is approved). Then as you actually complete payment for a line item, record the date you paid and the actual amount that was paid (which may often be different from what you budgeted for that item). If you make a payment in a foreign currency, record the payment using the actual conversion to USD that applied at the time you paid. These are TOTAL payments, not per-person payments.

Some line items (for some trips MOST line items) will be paid during the trip rather than in advance. Those items will have an amount in the budgeted column (column B) but nothing in the Payment Amount column (column D) until you go on your trip and pay for them.

Some items will need to be entered on your expenses sheet that were not originally budgeted – these are expenses that you didn’t anticipate, or expenses that you decide to cover for people because you have budget left over. Add these expenses as new line items on the sheet, with a description, and an estimated amount that you think that they will cost. Be sure that you create a line item and amount on this sheet for EVERY EXPENSE that you expect to pay out of the trip budget so that you have enough set aside. When you add a new unbudgeted expense, always check back with your trip budget sheet to be sure that your trip payment will cover that new expense plus the 16% Mountaineers admin fee.

1. **Plan-Forecast-Actual Tab**

This is the place where you will display your revenues and your expenses as they evolve through time, checking and ensuring as you go that your final revenues will be greater than your total final expenses by at least the amount of the 16% admin fee. This sheet is to be turned in with every bank wire and reimbursement request so that the accounting group can also keep tabs on how your trip financials are doing as they approve new spending.

In the first column are all the normal categories that the Mountaineers use to classify expenses: Transport, Lodging, Food, Admin, Guides and Tours, Passes/Permits, a few expense types that we seldom use like Included Insurance and Booking Agent fees, and then your extra Leader Expenses, Contingency and the Mountaineers Admin Fee. Next to these in the second column are the total amounts in each of these categories in your ORIGINAL approved budget, including your original contingency and Admin Fee.

Expenditures To Date are expenses that have already been spent, including expense items that you might be submitting for bank wire payment or reimbursement with this form. These should match the entries in your tab 2, Expenses. No contingency should be applied to these – they are the amounts you’ve actually spent. The 16% Mountaineers Admin fee should be calculated in row 15 as the sum of Expenditures to Date times 0.16.

The Forecast Remaining to Spend amounts are the total amounts you expect to spend on the trip in that category by the time the trip is over, less the amount that has already been spent in that category. The amount you expect to spend could be higher or lower than what you originally budgeted – this should reflect your latest thinking about what things you will be paying for on the trip and what they are expected to cost. The amounts remaining to spend may still need a contingency (apply a percentage contingency to the remaining expenses based on how uncertain you still are about those expenses) and also an Admin Fee (calculate this in row 15) based on the sum of your actual forecasted expenses multiplied by 16% or 0.16.

The Forecast Total As Of Today is the sum of the Expenditures to Date plus the Forecast Remaining to Spend, by category line-item (column C plus column D) . Sum up the contingency and admin fee cells too.

Then finally, the Better/Worse than Plan column is meant to show the difference between the Original Budget for that line item and the Forecast Total As Of Today. This number will be negative in categories where you forecast to spend more than you budgeted, and positive where you forecast to spend less. Contingency and admin fee variances should be shown too.

REVENUES (these are individuals’ trip payments) – Cells J4 to O4

In cells J4 through O4 are sums of your participants’ expected and actual payments. First, cell J4 is the revenue amount in the original approved budget, Then cell K4 is the total of all the payments (revenues) you have collected to date. That would come from your Payments tab, cell F if you’ve only collected deposits so far, or cells F plus H plus K if you’ve collected all the participants’ trip payments and any additional amounts you charged for extra hotel nights, tours, etc. Cell L4 represents any payments (revenues) you are expecting but still haven’t collected. Then cell M4 is the total of all the payments you’ve already collected and those you expect to collect – your forecasted total revenues. Cell N4 is cell M4 minus cell J4 – negative if you are projecting to collect less than you originally planned and positive if you project to collect more revenue than you originally planned.

SUMMARIES OF REVENUE AND EXPENSE VS PLAN

The small boxes below the main body of the expense table represent summaries that are calculated for you – you don’t type in these cells. The Summary on the left is based on the Original Plan: Your original Revenues less Expenses not including the Admin Fee, less the 16% Mountaineers Admin Fee, is the trip margin. The summary to the right reflects the same things but based on your actuals. *If your forecasts show that your trip margin is coming up negative,* ***you need to reduce some of your planned expenses*** *sufficient to bring that margin to positive, with a contingency to give you some wiggle room during the trip. If this is the case, since you always need to meet your financial commitments to vendors,* ***you may have to reduce your leader reimbursement to end up in the black***. (In rare cases such as extreme exchange rate fluctuation or a roster that is much smaller than expected, you may request that your participants pay a bit more in their final payment but this is discouraged except in very extreme circumstances.)