ROCHESTER LIONS CLUB EVENT EXPENSE PROCEDURE & INSTRUCTIONS

The intent of this procedure is to help the Rochester Lions Club maintain an accurate accounting of all "Event" funds raised and dispersed during any Lions fiscal year. To help with the completion of these forms examples along with instructions are attached.

It is the responsibility of the chairperson of any event to submit all income and expenses to the Club Treasurer in a timely manner. Only the chairperson should submit income and expenses to the Treasurer, using the Club Event Income and Expense forms.

The forms have been created with macros so total can be accumulated automatically when amounts are entered. The forms have also been created with a "Tab" feature which allows the user to step from field to field just by hitting the "Tab" key. All non dated entry fields have been protected in order to prevent the user form making changes to the form. The forms are posted on the club web site and can be downloaded as needed for your convenience. The Master Forms are Read Only Files. You must change the name of the file in order to create and save a copy of the file for your event.

EXPENSES –

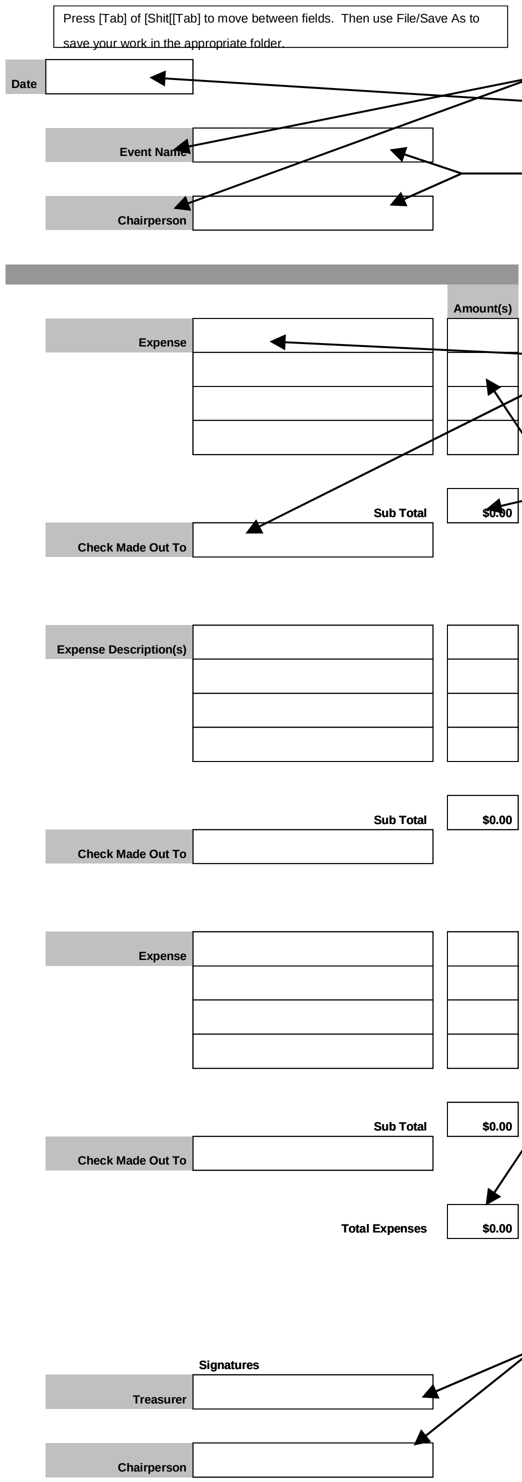
In addition to the expense amounts and expense receipts, the Event Expense Form must also include the name or names that the check(s) should be made out to along with instructions to the treasurer on who the checks should be given to or how they should be distributed. It is preferred that the expenses be lumped together and submitted at the regular bimonthly meetings or the monthly Board of Director's meeting in order to cut down on paperwork volume. However, they can be submitted individually at any time providing an Event Expense form is completed and submitted with each check request. A copy of the completed form should be kept by the Chairperson with the Treasurers signature and date, to accurately prepare the Income and Expense Report Summary.

INCOME –

Just like the Event Expenses, Event Income transactions require an Event Income Form be submitted to the treasurer when any money is turned in for deposit. The procedure has been simplified by breaking down the reporting of totals by check denomination, (i.e. number of $15, $25 etc) along with a total by each denomination, and a grand total for the transaction. (See sample form below)

INCOME & EXPENSE REPORT SUMMARY

A full Income and Expense Report Summary must be submitted to the Club Treasurer, not more than 30 days after the event. (If totals for the event are not complete within the 30 days the chairman should submit a preliminary summary and update with final amounts once they are know.) The Income and Expense Report Summary is to include a listing of all Income and Expense submitted for the event, in chronological order, along with a total for the event. Differences between the event chairman and treasure records do happen due to miss counts, bad checks etc. These differences will be resolved and or reported by the chairman and treasure at their discretion.



<u>EVENT EXPENSE FORM</u>: All fields not requiring data are protected and can not be accessed.
When you open the file your curser will be in the Date entry box. As soon as you enter the Date and hit the Tab key your curser will jump to the Event name Box. Once you enter the event name and hit enter you then hit the Tab key and your curser will be in the chairpersons Box. (Shift Tab will allow you to go back to the previous box)

Enter the Expense descriptions for each expense and group them by person or business that is supposed to receive the check.
As you enter the amounts the sub total box will automatically increase.

Each form has room for you to list up to four expenses per individual and up to three individuals per form. If more room then this is needed you should submit additional forms as necessary.

The Total expense box at the bottom of the form will update automatically as amounts are entered in the expense boxes.

Be sure to have the form signed and retain a copy for your records. The Total Expense amount should be transferred to your Income and Expense Summary sheet as you turn in these reports. Completing this step as it happens will make creating the summary report easier for you at the end of the event.

Press [Tab] of [Shit[[Tab] to move between fields. Then use File/Save As to save your work in the appropriate folder.

Date	
Event Name	
Chairperson	

Income Description	# of Checks	Ck Amount	Total
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
	Cash		$0.00
		Sub Total	$0.00

Income Description	# of Checks	Ck Amount	Total
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
	Cash		$0.00
		Sub Total	$0.00

Income Description	# of Checks	Ck Amount	Total
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
	Cash		$0.00
		Sub Total	$0.00

Grand Total	$0.00

Signatures

Treasurer	
Chairperson	

EVENT INCOME FORM:

All fields not requiring data are protected and can not be accessed.

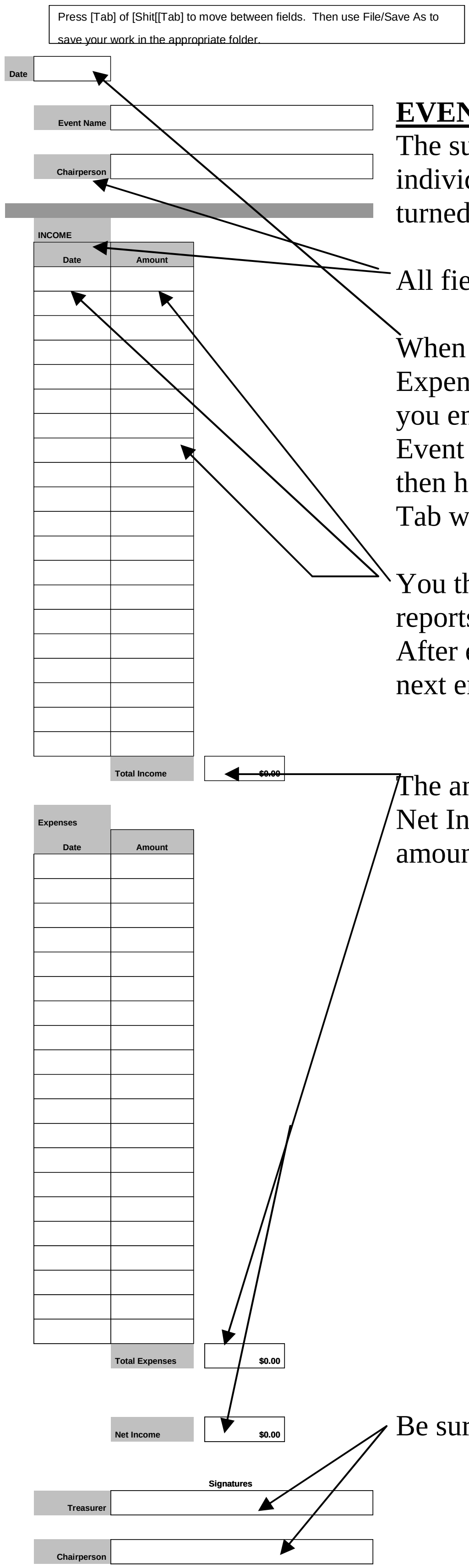
When you open the file your curser will be in the Date entry box. As soon as you enter the Date and hit the Tab key your curser will jump to the Event Name Box. Once you enter the event name and hit enter you then hit the Tab key your curser will be in the Chairpersons Box. (Shift Tab will allow you to go back to the previous box)

Enter the Income descriptions for each Check amount group along with the number of checks in the denomination group. (i.e. $15, $25, etc).

As you enter the amounts in the # Checks and Check Amount columns the total amounts will be automatically calculated and entered in the appropriate Total box.

The sub total box(s) as well as the Grand Total box will update automatically as well.

Be sure to have the form signed and retain a copy for your records. The Total Expense amount should be transferred to your Income and Expense Summary sheet as you turn in these reports. Completing this step as it happens will make creating the summary report easier for you at the end of the event.



<u>EVENT INCOME & EXPENSE SUMMARY FORM –</u>
The summary form has the Income and Expense totals from the individual Income & Expense Reports listed by the date they were turned into the treasure.

All fields not requiring data are protected and can not be accessed.

When you open the file just as with the individual Income and Expense reports, your curser will be in the Date entry box. As soon as you enter the Date and hit the Tab key your curser will jump to the Event Name Box. Once you enter the event name and hit enter you then hit the Tab key your curser will be in the Chairpersons Box. (Shift Tab will allow you to go back to the previous box)

You then enter the Income and Expense amounts from the individual reports along with the dates you turned the report into the treasurer. After each date and amount entry you hit the Tab key to step to the next entry box.

The amounts in the Income and Expense Total boxes along with the Net Income Total box will update automatically as the individual amounts are entered into the boxes.

Be sure to have the form signed and retain a copy for your records.