

AREA COUNCIL - PROPOSED EVENT BUDGET (REQUEST FOR FUNDS)

DATE SUBMITTED: _____
 AREA COUNCIL: _____
 CHAIR: _____ (print name)

WHAT (EVENT PLANNED): _____
 WHERE (EVENT LOCATION): _____
 WHEN (DATE OF EVENT): _____
 EVENT CONTACT: _____ (print name)
 PHONE NUMBER: _____ EMAIL: _____
 ESTIMATE NUMBER OF ATTENDEES: _____
 ESTIMATED COST PER ATTENDEE: \$ _____

PROPOSED EXPENSES	
ITEM DESCRIPTION	COST
TOTAL FUNDS REQUIRED:	\$ _____

DATE FUNDS REQUIRED BY: _____
 MINUTES/MOTION ATTACHED **NOTE:** Attach a copy of the minutes and/or motion
 LATEST BANK STATEMENT ATTACHED approving this event & a copy of the latest Bank Statement.
 APPROVED BY EVENT CONTACT: _____ (signature required)
 APPROVED BY TREASURER: _____ (signature required)

This form must be submitted to the Executive Secretary-Treasurer at least **FOURTEEN (14) DAYS PRIOR** to the fund requirement date in order to allow for administrative processes.

Late submissions (14 days prior notice) will result in late payment of funds to the above noted Area Council.

**INCOMPLETE FORMS/DOCUMENTATION WILL BE RETURNED TO
THE AREA COUNCIL FOR COMPLETION AND RESUBMISSION.**

AREA COUNCIL - ACTUAL EXPENDITURE FORM

DATE SUBMITTED: _____
 AREA COUNCIL: _____
 CHAIR: _____ (print name)

WHAT (EVENT PLANNED): _____

WHERE (EVENT LOCATION): _____

WHEN (DATE OF EVENT): _____

EVENT CONTACT: _____ (print name)

PHONE NUMBER: _____ EMAIL: _____

ACTUAL NUMBER OF ATTENDEES: _____

TOTAL MONEY COLLECTED FROM ATTENDEES: \$ _____

ACTUAL EXPENSES	
ITEM DESCRIPTION	COST
TOTAL EXPENSES:	\$ _____

ADVANCED: \$ _____ (from HQ/deposit in Bank Account)

COLLECTED: \$ _____ (from Attendees, 0 if FREE/ deposit in Bank Account)

EXPENDED: \$ _____ (cheques withdrawn from Bank Account, attach receipts)

BALANCE (PLUS OR MINUS): \$ _____ (advanced + collected - expended)

Plus (+) = under spent: additional funds left in Bank Account for future events
 Minus (-) = over spent: additional Bank Account funds were used for this event

TICKET INVENTORY:	BALANCE FORWARD	<input type="text"/>
PLUS:	PURCHASES	<input type="text"/>
MINUS:	SOLD/GIVEN	<input type="text"/> (if given away attach list/signatures)
	REMAINING BALANCE	<input type="text"/> (report on a new form when sold/given)

APPROVED BY EVENT CONTACT: _____ (signature required)

APPROVED BY TREASURER: _____ (signature required)

Please attached ALL original receipts.

This form must be submitted to the Executive Secretary-Treasurer within **FOURTEEN (14) DAYS** after the event.

FAILURE TO REPORT AND ATTACH ORIGINAL RECEIPTS WILL DELAY FUTURE RELEASE OF FUNDS UNTIL SUCH TIME AS PROPER DOCUMENTATION IS RECEIVED AND VERIFIED.