Chapter Advance of Funds

FOR TREASURER'S USE

Date 5/8/2026 Project Spaghetti Dinner

Chairman Marcy Jones

Committee Membership Retention

Check # 1384 Amount $150.00

Payable To Marcy Jones

EXPENSES: (List and Enclose **Vendor Receipts)**

Food Lion	Amount	$ 86.12
Andy's Meat Market	Amount	$ 42.81
Swiss Maid Bakery	Amount	$ 18.71
	Amount	$
	Amount	$
	Amount	$
	Amount	$
	Amount	$
	Amount	$
	Amount	$
Cash remaining	Amount	$ 2.36
Over budget amount (if applicable)	Amount	0
	TOTAL	$150.00

Be sure to get an OFFICIAL BUSINESS RECEIPT for cash remaining or Over-budget payment

****Amount of original Chapter check must equal TOTAL amount.***

If there is a discrepancy, the funds are not in balance.

How To Use This Form

This form can be used to organize Chapter fundraisers and events when funds are advanced to a chairman or member.

Simply print the form (2 per page) and cut down the center line and attach the form to a 6" x 9" envelope.

The chairman (or respective payee) should cash the check. After making purchases, place all vendor receipts in the envelopoe for safe keeping. List the expenses on the form. All remaining funds must be listed as Cash remaining and placed in the envelope. The payee should add all expenses and Cash remaining to determine TOTAL. The TOTAL amount must equal the amount of the original check. Otherwise the payee is over budget or the funds are out-of-balance.

*If over budget, the chairman should remit payment (cash, check or Money Order) to the Chapter for the difference. She may then seek reimbursement from the Board of Officers and the Chapter.

The envelope, receipts and cash remaining should be returned to the Treasurer immediately after the conclusion of the activity/fundraiser. An Official Business Receipt should be issued for the Cash remaining.

Best wishes for a fun and successful event!

Chapter Advance of Funds

FOR TREASURER'S USE

Date _____ Project _____

Chairman _____

Committee _____

Check # _____ Amount _____

Payable To _____

EXPENSES: (List and Enclose **Vendor Receipts)**

_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
Cash remaining	Amount $ _____
Over budget amount (if applicable)	Amount $ _____
	TOTAL $ _____ *

Be sure to get an OFFICIAL BUSINESS RECEIPT for cash remaining or Over-budget payment

****Amount of original Chapter check must equal TOTAL amount.***

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Chapter Advance of Funds

FOR TREASURER'S USE

Date _____ Project _____

Chairman _____

Committee _____

Check# _____ Amount _____

Payable to _____

EXPENSES: (List and Enclose **Vendor Receipts)**

_____	Amount $ _____
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_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
_____	Amount $ _____
Cash remaining	Amount $ _____
Over budget amount (if applicable)	Amount $ _____
	TOTAL $ _____ *

Be sure to get an OFFICIAL BUSINESS RECEIPT for cash remaining or Over-budget payment

****Amount of original Chapter check must equal TOTAL amount.***

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