



Chapter Advance of Funds



FOR RECORDER'S USE

Date: 9-29-09 Project: Spaghetti Dinner
 Chairman: Mary Jones
 Committee: Membership-Retention
 Check #: 1234 Amount: \$ 150.00 *
 Payable to: Mary Jones

EXPENSES: (List and Enclose Vendor Receipts)

<u>FOOD LION</u>	Amount: \$ <u>86.12</u>
<u>ANDY'S MEAT MARKET</u>	Amount: \$ <u>42.81</u>
<u>SAL'S BAKERY</u>	Amount: \$ <u>18.71</u>
_____	Amount: _____
_____	Amount: _____
_____	Amount: _____
_____	Amount: _____
_____	Amount: _____
_____	Amount: _____
_____	Amount: _____
_____	Amount: _____
<u>Cash remaining</u>	Amount: \$ <u>2.28</u>
<u>Over Budget Payment (if applicable)</u>	Amount: \$ <u>Ø</u>
TOTAL: \$ <u>150.00</u> *	

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 Chapter funds are advanced to a chairman or co-worker.

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

The Recorder should complete the top portion of the form, enclose the check and deliver the envelope to the chairman.

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

- If over-budget, the chairman should remit payment (cash, check, 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 Recorder immediately after the completion of the activity/fundraiser. An Official Business Receipt should be issued for the Cash remaining.

Best wishes for fun and successful Chapter events!



Chapter Advance of Funds



Chapter Advance of Funds



FOR RECORDER'S USE

Date: _____ Project: _____

Chairman: _____

Committee: _____

Check #: _____ Amount: \$ _____ *

Payable to: _____

FOR RECORDER'S USE

Date: _____ Project: _____

Chairman: _____

Committee: _____

Check #: _____ Amount: \$ _____ *

Payable to: _____

EXPENSES: (List and Enclose Vendor Receipts)

_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
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_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
Cash remaining	Amount: \$ _____
Over Budget Payment (if applicable)	Amount: \$ _____

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

TOTAL: \$ _____ *

**Amount of original Chapter check must equal TOTAL amount.
If there is a discrepancy, the funds are not in balance.*

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EXPENSES: (List and Enclose Vendor Receipts)

_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
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_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
_____	Amount: \$ _____
Cash remaining	Amount: \$ _____
Over Budget Payment (if applicable)	Amount: \$ _____

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

TOTAL: \$ _____ *

**Amount of original Chapter check must equal TOTAL amount.
If there is a discrepancy, the funds are not in balance.*