

Revised March 13, 2024  
**Silverlakes Social Committee**  
**Income and Expenses**

<b>Name of Event and Date</b>		
Date	Description	
<b>Income</b>		
	# of adults x fee	
	# of children x fee	
	Total Income	
<b>Expenses</b>		
Copy of all receipts attached		
	Total Expenses	
Income Less Expenses = Proceeds		

Total Proceeds = Cash presented to Treasurer

**Treatment of Cash Proceeds from Social Events**

All purchases for the event are funded through either \$300 Petty Cash Fund or HOA Debit Card.

Most events should be self-supporting.

The Social Committee Chairperson and Treasurer will meet upon conclusion of the month's events. At that time, the Chairperson will present separate Excel worksheets for each event as shown above.

All expenditures must be supported by receipts with no co-mingling of personal and HOA expenses.

Once all income and expenses are reconciled by the Treasurer, cash deposit will be made to the Sanibel Captiva Bank Account # 29126999. This account was established to segregate social committee event funds.

The Treasurer will provide the property management company with monthly bank statements which reflect all deposit activity for reconciliation against general ledger account 101000 "Cash - Sanibel Captiva Social Acct"