

# Silverlakes Social Committee Event Summary

Revised 1/15/14

Event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Event Chairperson: \_\_\_\_\_ Event Co-Chair: \_\_\_\_\_

## Donations :

# of People as individuals: \_\_\_\_\_ @\$ \_\_\_\_\_ = \$ \_\_\_\_\_

# of Family Units: ..... @\$ \_\_\_\_\_ = \$ \_\_\_\_\_

Other funds: \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Donations: .....\$ \_\_\_\_\_**

## Expenses: (Copy of all receipts attached)

Decorations: \_\_\_\_\_ \$ \_\_\_\_\_

Paper Products: \_\_\_\_\_ \$ \_\_\_\_\_

Drinks: \_\_\_\_\_ \$ \_\_\_\_\_

Food: \_\_\_\_\_ \$ \_\_\_\_\_

Advertising: \_\_\_\_\_ \$ \_\_\_\_\_

Entertainment: \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenses: \_ \$ \_\_\_\_\_**

**(Donations: \_\_\_\_\_) – (Expenses: \_\_\_\_\_) = Total Proceeds: \$ \_\_\_\_\_**

**Signatures - Treasurer: \_\_\_\_\_ Event Chairperson: \_\_\_\_\_**

Food & Drinks Purchased

Food & Drinks Leftover

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Accounting Rules for our Not-for-Profit Corporation**

- A. All purchases for the event must be paid using the \$300.00 Petty Cash Fund. These purchases **MUST** not exceed \$300.00. Each event must be self-supporting, unless pre-approved by the Board.
- B. All Money (received from the event), all Receipts and this form, completed by the Committee Chair and Treasurer, **MUST** be turned into the Property Manager, in a sealed envelope, within 15 days of the end of the event. The Property Manager will turn over the sealed envelope to Management's Accounting Dept.
- C. All event purchases **MUST** be shown on receipt. Receipts **MUST** never show personal purchases. There can be no co-mingling of event and personal items on a receipt.
- D. Requests for payment of a Lost Receipts or other receipt problems **MUST** be brought to the Property Manager, in writing, who will seek Board approval to pay the request. This request **MUST** be included in the "sealed envelope." (See "B" above).
- E. The Management's Accounting Dept. will perform a review and, if correct, will issue a check to the Committee Chair to replenish the Petty Cash Fund.