

# 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
<b>TOTAL FUNDS REQUIRED:</b>	<b>\$ _____</b>

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
<b>TOTAL EXPENSES:</b>	\$ _____

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EXPENDED: \$ \_\_\_\_\_ (cheques withdrawn from Bank Account, attach receipts)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

<b>TICKET INVENTORY:</b>	<b>BALANCE FORWARD</b>	<input type="text"/>
<b>PLUS:</b>	<b>PURCHASES</b>	<input type="text"/>
<b>MINUS:</b>	<b>SOLD/GIVEN</b>	<input type="text"/> (if given away attach list/signatures)
	<b>REMAINING BALANCE</b>	<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.**