

COASCNA Financial Report Form - RECEIPTS ARE REQUIRED FOR REIMBURSEMENT AND RECONCILIATION



Check box 1, 2 or 3	Payment from ASC made with check #	
1	<b>This is a prepayment from ASC - fill out section 1 below (green)</b>	You're planning an event and need seed money for supplies, literature, food, rent, etc. Or, you need money to print schedules, etc. (You will have to submit receipts once the event is over or after you purchase the items.)
2	<b>This is a reimbursement from ASC - fill out section 2 below (pink)</b>	You've spent money for an event/purpose from your own pocket, or from your subcommittee funds, or from your group funds, and you want COASCNA to pay you back. (You must have receipts)
3	<b>You're giving money to ASC - fill out section (orange)</b>	You're prepayment was too much & you didn't spend all the money, or you're event made money and you're giving it to ASC, or you owe ASC for a bounced check fee or something else, etc...

<b>Section 1: Prepayment. Check a box, 1A or 1B. Also fill out the Prepayment Budget at the bottom of the page. (green)</b>		Put the amount you are asking for in the yellow box. You need to fill out the "Prepayment budget estimate" now, and then the "RECONCILIATION" after the event is over.	\$ -
1-A	The event/purpose and the budget were already approved by the Body (for things like H&I's twice-yearly literature budget, or PR's yearly budget for the website). Note that receipts will still be required for every purchase made.		
1-B	The event/purpose did not get prior approval from the Body, but you are seeking approval and payment from COASCNA today. Note that receipts will be required for every purchase made.		

<b>Section 2: Reimbursement from ASC. Check a box, 2-A or 2-B. Also fill out the reimbursement budget at the bottom of the page (pink)</b>		How much are you asking to be reimbursed? Put the amount in the yellow box to the right. You need to fill out the "reimbursement actual expenses" below.	\$ -
2-A	The event/purpose was already approved by the Body, but you paid for it from other funds and now need to be reimbursed (such as the cost of a table at a PR event, or the event that was approved by the Body cost more than they authorized, and you want to get that covered).		
2-B	The event/purpose has NOT already been approved by the Body, but you paid for it from other funds and now need to be reimbursed.		

<b>Section 3: Returning funds to ASC (CASH NOT ACCEPTED). Check a box: 3A, 3B or 3C. Also fill out the Returned Funds budget at the bottom of the page (orange).</b>		How much money are you giving back to ASC? Put the amount in the yellow box to the right, and fill out the answers below. You need to fill out the "Money you're giving to ASC" at the bottom of the page.	\$ -	
3-A	<b>This is money from a fundraiser</b>	<i>Did you get seed money from ASC for the this? Yes or No</i>		
	If yes, how much seed money did you get from ASC before hosting the event?	\$ -	\$ -	
3-B	<b>This is the remaining seed money for an event that was NOT a fund raiser</b>		\$ -	
	How much money are you giving back?	\$ -	How much seed money were you given?	\$ -
3-C	<b>You owe this money to ASC for a different reason</b>	<i>How much money are you paying to ASC?</i>	\$ -	
	Notes: No Cash. Payment made to ASC by check/m.o. #	Received from:		

Prepayment budget estimate (1)	
Facility rent	
Printing	
Food & drink	
Supplies	
DJ, etc	
TOTAL	\$ -

Reimbursement actual expenses (2)	
TOTAL	\$ -

Returned Funds (3)	
TOTAL	\$ -

Prepayment RECONCILIATION (1)	
Facility rent	
Printing	
Food & drink	
Supplies	
DJ, etc	
TOTAL	\$ -

What subcommittee or group are you with?	
What is your position in the group / subcommittee?	
What is your name?	
What is/was the name of the event / purpose?	
When is/was the event (or purpose of funds)?	
What is today's date?	
Your signature	

NOTES: