

Event Report Procedures

The intent of this report is to provide the Treasurer, the Finance Committee, the Event Coordinator and ALL Office with financial information on an event or trip.

The form asks for the title of the event, the sponsoring committee, the date of the event, a brief summary of the event, and the name of the committee member preparing the report. It asks that publicity flyers, etc. related to the event be attached.

There are spaces for the cost charged per person and the total anticipated revenue. There are spaces for anticipated expenses (what and how much) and spaces for actual expenses (also what and how much). There is space for the Outcome (revenue gained or lost) and space for suggestions or comments on the event.

The form should be filled out with anticipated expenses and turned into the ALL office with a copy of the flyer attached. This is done well before the event occurs. The ALL office will make a copy of both pages and give the copies to the Treasurer.

The Treasurer will fill out the "actual" spaces of the form, and when it appears complete, will give the report to the ALL office. The office will make a copy of the final report. This copy goes to the sponsor of the event. The original stays in the ALL office. The sponsor will fill out the suggestions or comments portion of the report at this time and return the completed report to the ALL office. The office will make a copy of the final report for the ALL files.

The treasurer will use this form when preparing the Treasurer's Report at the monthly ALL Board Meeting. It is anticipated the Treasurer will inform the Board on each Event's revenue outcome. The Finance Committee will use these reports (the ones kept in the ALL office) when preparing the budget. The Event Coordinator will use the reports when scheduling future events.

2/21/2018