

CHAPTER COUNCIL - ACTUAL EXPENDITURE FORM

DATE SUBMITTED: _____
 LOCAL 57 CHAPTER: _____
 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
TOTAL EXPENSES:	\$ _____ -

ADVANCED: _____ (from Local 57 Treasurer)
 COLLECTED: \$ _____ - (from Attendees, 0 if FREE)
 EXPENDED: \$ _____ - (attach ORIGINAL RECEIPTS)
 BALANCE (PLUS OR MINUS): \$ _____ - (advanced + collected - expended)
 Plus (+) = under spent: additional funds return to Local 57 Treasurer
 Minus (-) = over spent: complete expense claim

APPROVED BY EVENT CONTACT: _____ (signature required)
 APPROVED BY TREASURER: _____ (signature required)

Gift Card/Certificates/Movie Passses must be documented with Name of Event, Number of gift cards, etc, denomination, list of recipients and signature of same. This is to be attached.

Please attached ALL original receipts.

This form must be submitted to the Local 57 Executive 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.

GUIDELINES FOR COMPLETING EXPENDITURE FORM

- 1. When your event is over complete the Expenditure form**
- 2. Attach original receipts if funds were requested in advance**
- 3. If expenses were paid by a member, they must complete an expense claim and attach the original receipts**
- 4. Expenditure form must be completed for verification of how funds were spent for the event**
- 5. If Gift Cards, Movie passes etc. were given as prizes they must be recorded and signed for by the member**
- 6. Expenditure form and receipts, any Personal Expense Claims and Gift Card Form to be returned to the Local Treasurer within 2 weeks after the event**

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