

Event Report

Instructions

- An event must be run by a committee of 3 or more brother knights
- Deposit all event revenue into the Event Fund through the treasurer
- Obtain checks for cash advances (Event Ticket Change or Expenses) and/or event expenses from the Event Fund through the treasurer (\$1,000 Regular balance – May increase balance temporarily by council vote for larger events)
 - Vouchers need to be filled out with a receipt attached for each check written for cash advance and/or expense (Presented at next monthly business meeting for approval)
- Fill out event report form completely once all income and expenses have been compiled (Refer to examples) – should be done by all committee members to prevent errors
- Attach all Event Fund vouchers with receipts (Returned from treasurer) for event to completed event report form
- Present report to brother knights at next monthly business meeting for council review and trustee approval – May present to trustees prior to meeting to review event form and receipts if large event, but still give report at next monthly business meeting
- Net proceeds/losses will be handled by the treasurer through the Event Fund

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