



## Ways & Means Report

Congratulations on completing your fundraising event! Submit this form along with the documents described below to the Auxiliary Treasurer and Auxiliary Office either 60 days post-event or June 30<sup>th</sup>, whichever is first.

Unit: \_\_\_\_\_ Event Name: \_\_\_\_\_  
Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_  
Event Chair(s): \_\_\_\_\_  
Unit or Event Treasurer(s): \_\_\_\_\_  
Location: \_\_\_\_\_  
Ticket Price(s): \_\_\_\_\_ Tax Deductible Amount: \_\_\_\_\_  
Designation: \_\_\_\_\_

Total Income: \_\_\_\_\_ Total Expenses: \_\_\_\_\_ Net Profit: \_\_\_\_\_  
Funds deposited directly to RCHFSD: \_\_\_\_\_ Total Donation: \_\_\_\_\_

### **Additional Event Reconciliation Tasks**

*Email these documents along with completed Ways and Means Form. Complete the following checklist by placing an "x" next to the field:*

Donor List    \*Unit is on Greater Giving    Expense List    Event Flyer with Fund Designation

Wire Transfer Amount: \_\_\_\_\_ From Account: \_\_\_\_\_

*For Unit with Checkbooks*

W-9 for checks written (not reimbursement)    Check Register

Submitted by (Treasurer): \_\_\_\_\_

Verified by (Event Chair): \_\_\_\_\_

Date Submitted: \_\_\_\_\_