Financial Procedures for Brunch Chairs

Sonia Kaye

1. Checks collected at General Meetings and Social Hall sales are to be given to the Treasurer for deposit as soon as collected.

2. Sales receipts from each committee shopper should be taped to an 8½ x 11” sheet of paper. <u>Each shopper should note the total of their receipts along with their name at the top of the page</u>. If personal items were purchased on the same receipt, just circle the Brunch items and total.

3. Sales receipts can also be photocopied and submitted with shopper’s name and total amount for reimbursement.

4. Sales receipts are given to the Brunch Coordinator.

5. The <u>**Event Financial Report** is completed by the Brunch Coordinator.</u> This is a simple form that summarizes the income and expenses associated with the brunch and a few other details associated with the event.
   a. This Report is given to the Treasurer along with the pages of sales receipts from committee shoppers.
   b. The reservation list of tickets sold should also be given to the Treasurer.
   c. In addition to <u>income</u> and <u>expenses</u>, the Chairperson notes the <u>number of tablecloths</u> requested from the Association at the time setup arrangements were made. (NOTE: The Association sends an invoice to the Treasurer -10 days after the event. Treasurer needs to know tablecloth count to verify invoice.)

6. Paid kitchen helper receives $60 per event.

7. During the week following the brunch, Treasurer will write a check to each person who has submitted sales receipts for reimbursement.

8. Checks will be mailed or given to each person who has submitted a request for reimbursement after Treasurer receives and verifies Event Financial Report.

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