

COMMITTEE FINANCIAL REPORT
CHECKLIST

Committee _____

Date _____

A. General – attach the following

1. copy of corporate solicitation letters
include value of items received in exchange
2. list of ticket prices
note portion of each ticket price that is tax deductible
3. Attach copies of all invitations, ticket promotions & ads

B. Income – attach the following

1. list of all donors' names & their donations (cash
and in-kind); include copy of three-part form signed by
donor and Guild solicitor
2. list of tickets/reservations sold to public
include prices & donations – attach spreadsheet
*(This can be a computer file in the format that the Benefits
Coordinator uses to keep track of all donations.)*
3. list of expected income not yet received
4. list of bank deposits - use Bank Deposits Form
*(Deposit slips should be given to Treasurer ASAP
and the date of the deposit noted on the list cited in #2.)*

C. Expenses – attach the following

1. list of all expenses paid
2. list of expenses not yet paid

D. Alcohol – attach the following

1. number of bottles sold at what price
2. number of bottles donated and estimated value
3. number of alcoholic drinks sold at what price