

HOW TO FILL OUT THESE FORMS:

CASH ADVANCE REQUEST & RECONCILIATION FORM REIMBURSEMENT FORM

This form should be distributed with each blank Cash Advance Request Form and Reimbursement Form

Fill out the name, address, phone numbers and SCA name of the person requesting the cash advance or reimbursement. (This is to whom the check will be made.)

For an advance: estimate the expenses using the estimate column. When reconciling actual expenses, distinguish between category as described below.

For a reimbursement: sort the receipts by expense category as described below.

Offices and Administration (O&A) expenses are those incurred in running the organization or publishing a newsletter. All officer expenses are listed here.

Event-Related expenses are all expenses directly related to the running of an event, such as site rental, flyers, food, and prizes. All Royalty expenses are listed here.

Fundraising activities are those that are designed specifically to raise money from the general public. If an event revolves solely around the fund-raising activity, the expenses for the event are reported under Fundraising. If the fund-raising activity is only a part of an event's activities, the expenses for the event are considered Event-Related.

Enter the amount of each expense under the proper column, and then add across to fill the Total column.

1. Advertising

Enter the amount paid for advertising in newspapers or Kingdom Newsletters not paid with a transfer.

2. Equipment Rental & Maintenance

Enter the amount paid for rental of equipment or maintenance and repair of the branch's equipment.

3. Fees & Honoraria

Enter the amount paid to a teacher at an event, yrly support, etc. Itemize them in the box at the bottom of the form.

4. Food

Enter the amount paid for food for an event or as Royalty during a trip to an event (Event-Related), or food eaten during a trip to an event that required your presence (O&A).

5. General Supplies

Enter the amount paid for stationery, first aid kits, list ropes, books, prizes, office supplies, etc.

6. Insurance (NON-SCA)

Enter the amount paid to an insurance company for additional coverage.

7. Occupancy and Site Charges

Enter the amount of site rental fees (Event-Related), hotel rooms for officers at events requiring their presence (O&A), or meeting rooms (O&A).

8. Postage & Shipping, PO Box Rental

Enter the amount paid for postage. PO Box Rental is listed under O&A.

9. Printing & Publications

Enter the amount paid for printing services.

10. Telephone

Enter the amount paid for telephone calls as itemized on a phone bill.

11. Travel

Enter the amount paid for gas, tolls, airfare, car rental receipts, etc. Tickets and repair costs are not reimbursable.

12. Other Expenses

Enter the amount of any other expenses that do not fit in the above categories. Itemize them on the back of the form.

13. TOTAL

Calculate the total of each line for each column. Add each line across to get the Total column. This line's total across must equal the sum of the Total column.

Get the approval signatures and submit to the Exchequer for processing.