

Rotary Club of Livermore

Revision Number: 2

Revision Date: 19 March 2019

Date of Policy Creation and Board Approval: 14 SEP 2010

7. Events Finance Manager Policy

Chairs for all club events shall appoint a member of the event committee to be the Event Finance Manager. The Finance Manager shall determine all potential sources of revenue for the event (ticket sales, beverage/snack sales, raffle tickets, donations, etc.) and control the collection of all monies generated at the event. The Finance Manager shall not be assigned other event responsibilities that might impair his or her ability to exercise control over the funds.

In order to assist us in evaluating the success of our events and plan for succeeding events, the Finance Manager shall prepare a simple report that accounts for the various revenue streams. The report shall be completed at the end of the event and shall be submitted to the Event Chair, the Club's Treasurer (with the funds) and the Club's Secretary promptly.

A sample of the report is shown on the reverse side of this sheet.

If an event will include another Rotary Club and the revenues will be shared with that Club, a more detailed account of the revenues may be required. The event Finance Manager shall discuss the event with our Club's Treasurer in advance to determine what information may be required.

**Rotary Club of Livermore
Event Finance Manager's Report**

Name of Event: _____

Date of Event: _____

Advance Ticket Sales

Location 1 (_____) _____ at \$ _____ = \$ _____

Location 2 (_____) _____ at \$ _____ = \$ _____

Location 3 (_____) _____ at \$ _____ = \$ _____

Tickets at the Door _____ at \$ _____ = \$ _____

Raffle Tickets \$ _____

Beverage Sales \$ _____

Food Sales \$ _____

Cash Donations \$ _____

Other (describe) \$ _____

Totals: Cash \$ _____ + Checks \$ _____ = \$ _____

Expenses: _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenses \$ _____

Net Income / Expense \$ _____

Prepared by: _____

EXAMPLE

**Rotary Club of Livermore
Event Finance Manager's Report**

Name of Event: Wine Train

Date of Event: May 12, 2003

Advance Ticket Sales

Location 1 (Travel Bug) 20 at \$ 15 = \$ 300.00

Location 2 (Baugmans) 21 at \$ 15 = \$ 315.00

Location 3 (Club Meetings) 240 at \$ 15 = \$ 3,600.00

Location 4 (Club Meetings) 10 at \$ 35 = \$ 350.00

Tickets at the Door 16 at \$ 15 = \$ 240.00

Raffle Tickets \$ N/A

Beverage Sales \$ 850.00

Food Sales \$ N/A

Cash Donations \$ 60.00

Other (describe) \$ 0

Totals: Cash \$ 1,575.00 + Checks 3,900 = \$ 5,475.00

Expenses: Train Rental \$ 1,100

Food/Snacks \$ 260

Wine \$ 340

Licenses \$ 120

Total Expenses \$ 1,820

Net Income / Expense \$ 3,655

Prepared by: Ima Rotarian