

Written Report of Chairmen Handling Auxiliary Funds

Every Auxiliary Chairman who handles Auxiliary funds must make a written report of receipts and expenditures. The report **must be read on the Auxiliary floor** at a meeting immediately following the fund raising event. The report **with receipted bills attached** must be audited by the Trustees and turned over to the Secretary to be recorded in the minutes. A duplicate copy should be kept in the chairman's notebook.

Event: _____ Date of Event: _____

Amount advanced by the Auxiliary (if any)

Receipts: (list)

Total Receipts _____

Disbursements: (list expenses and attach paid bills)

Total Disbursements _____

Profit _____

Amount turned over to the Treasurer (return of working fund & profit) _____

Chairman's signature:

Trustees:

Audited Date: _____
