

CLUB EXPENSE FORM (DRAFT)

INSTRUCTIONS

- 1) This form is used by any Club member who incurs an authorized **Club-related** expense (e.g. decorations for club social event or meeting). It would **NOT** be used for reimbursement requests for expenses related to an AOS Project or Fund Raiser.
- 2) Make sure the form is completely filled out, has all applicable signatures and clearly delineates the payee and mailing address.
- 3) Submit this completed form along with all receipts/invoices to the CLUB Secretary for processing
- 4) Please process expense forms as early as possible.



Date	Description of Expense	Event	Account Code (See back of form)	Amount
TOTAL				

NOTE: Receipts and/or Invoices MUST be attached

Make Check Payable To: _____

Mail Check To: _____

_____ CA _____

I certify that the above is true and correct.

Requestor: _____ Date _____

Signature

Date

Committee OR Event Chair's Signature & Date Approving Expense:

_____ Signature _____ Committee _____ Date

Account Codes for Reimbursement of Club Expense

Club Admin	Acct #	Title	Examples / Explanation
	6009	Supplies	Checks, Envelopes, Banners, Caps, Lunch coupons, etc.
	6013	Club Equipment	
	6020	Printing	Committee notebooks & Annual Report
	6025	Information Technology	QuickBooks, E-voice, E-fax, Survey Monkey, Constant Contact
	6030	Mary Ave Storage	Storage at Mary Ave.
Club Services			
	5003	Room Rental	Cost of room for lunch meetings
	6003	Conference Rooms	Conference Rooms for Committee Mtgs.
	6201	Holiday Party	Year-end party, expected to be break-even
	6202	Kick-out Party	Must not exceed Club subsidy
	6207	Dinner Meetings	Other Non-Fun Committee Events, not subsidized
	6208	Fun Committee	Events organized by the Fun Committee, often subsidized
	6302	Decorations	Decorations at weekly mtg.
	6308	Administrative Exp.	Administrative expenses not otherwise listed
	6309	Speaker Gifts	President's Choice of Gift
Communication			
	6012	Website	ClubRunner
	6016	Public Relations	Ads
Membership			
	6403	New Member Orientation	
	6404	Induction and Supplies	
	6406	Sponsor/Mentor Program	
	6409	Misc. Membership Exp.	
	6410	New Member Lunches	At induction new member & 1 non-Rotarian guest
Club, Dist. & RI			
	6005	Membership Expenses	Chamber Commerce Membership
	6010	Taxes	Franchise Tax Bd & CA Attorney General Filings
	6014	President's Fund	President's "Fund" (See P&P for allowed expenditures)
	6027	Merchant Service Charges	Credit Card Fees
	6032	Accounting Services	CPA Fee/Charges
	6311	Lunch Guests	Related to AOS comp'd lunches & Pres. approved lunches
	6501	Charitable Expense	Unanticipated non-CREF Charitable expense
	6901	Dist. Assembly/AOS	
	6902	District - Other	
	6903	Dist. Confer/Hospitality	
	6904	District Dues	
	6905	President-Elect Training	
	6906	RI Convention	
	6907	RI Dues	
Lunches			
	5001	Direct Lunch Expense	Member pass-through lunch expenses
Programs			
	5004	Speakers	Lunch for speakers
TRF			
	6023	Other Printing & Copying	TRF Brochure & Mailing Costs
Youth Services			
	6711	Youth Services	Youth Services expenses that do not fit into CREF/Ave of Service Category. Cannot be used for lunches