

## CLUB EXPENSE FORM

### **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



Date	Description of Expense	Event	Account Code (See back of form)	Amount
<ul style="list-style-type: none"> <li>Used to reimburse CLUB expenses</li> <li>Located on Club Runner in the lower right hand corner, labeled "Club Expense Form"</li> <li>Before <u>Requestor</u> submits to Committee Chair:                             <ul style="list-style-type: none"> <li>Complete the entire form and sign it (use fillable pdf version when possible)</li> <li>Attach receipts</li> <li>Give to applicable Committee Chair for review, account coding &amp; signature</li> </ul> </li> <li>Before <u>Committee Chair</u> submits for reimbursement:                             <ul style="list-style-type: none"> <li>Code applicable Account Code (See 4<sup>th</sup> Column)</li> <li>Review reimbursement request and receipts</li> <li>Sign if reimbursement request approved</li> <li>Submit to Club Secretary for processing</li> </ul> </li> </ul>				

**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: \_\_\_\_\_  
Signature Date

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

## Account Codes for Reimbursement of Club Expense

Jo Lucey	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.
<b>Annie Ho</b>	<b>Club Srvcs</b>	5003	Room Rental	Cost of room for lunch meetings
		6003	Conference Rooms	Conference Rooms for Committee Mtgs.
		6031	Meeting Room Deposit	This exp. goes in & out; by year end it should be 0
		6201	Holiday Party	Expected to be break-even
		6202	Kick out Party	Must not exceed Club subsidy
		6207	Dinner Meetings	e.g. Chili Cook-off, State City – expected to be break-even
		6302	Decorations	Decorations at weekly mtg.
		6308	Administrative Exp.	Administrative expenses not otherwise listed
		6309	Speaker Gifts	President's Choice of Gift
<b>Rick Kitson</b>	<b>Communication</b>	6012	Website	Clubrunner
		6016	Public Relations	Ads
<b>Judy Wilson</b>	<b>Membership</b>	6006	Printing Newsltrs/ Direc.	Directories-new members & others for purchase
		6210	Other Events	Exp. soc. events (e.g. Golf, Field Trips, etc.) – events are to break-even
		6210	Serving Seniors Satellite Mtgs.	Experiment – satellite at Forum
		6409	Misc. Membership Exp.	Rest membership exp.; e.g. orientation, badges, fireside dinners
		6410	New Member Lunches	At induction new member & 1 non Rotarian guest
<b>Peter Halpin</b>	<b>Club, Dist. &amp; RI</b>	6005	Membership Dues	Chamber Commerce Membership
		6010	Taxes	Franchise Tax Bd & CA Attorney General Filings
		6014	President's Allocation	President's "Fund" (See P&P for allowed expenditures)
		6027	Merchant Srvc Charges	Credit Card Fees
		6032	Accounting Services	CPA Fee/Charges
		6311	Lunch Guests	Related to AOS compd lunches & Pres. approved lunches
		6501	Charitable Expense	Unanticipated non-CREF Charitable expense
		6901	Dist. Assembly/Avenue of Service	
		6902	District - Other	
		6903	Dist. Confer/Hospitality	
		6904	District Dues	
		6905	President-Elect Training	
		6906	RI Convention	
		6907	RI Dues	
<b>Liz Gallegos</b>	<b>TRF</b>	6023	Other Printing & Copying	TRF Brochure & Mailing Costs
<b>Stuart Rosenberg</b>	<b>Youth Services</b>	6711	Youth Services	Youth Srvcs. exp. that do not fit into CREF/Ave of Service Category. Cannot be used for lunches