

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
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: _____
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.
Annie Ho	Club Srvcs	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
Rick Kitson	Communication	6012	Website	Clubrunner
		6016	Public Relations	Ads
Judy Wilson	Membership	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
Peter Halpin	Club, Dist. & RI	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	
Liz Gallegos	TRF	6023	Other Printing & Copying	TRF Brochure & Mailing Costs
Stuart Rosenberg	Youth Services	6711	Youth Services	Youth Srvcs. exp. that do not fit into CREF/Ave of Service Category. Cannot be used for lunches