Expenditure Report Guide for Ticketed Events

1. Open up the Excel form found under “CFC ER Ticketed/Registration Events (Excel).”
2. Fill in your Name, Organization, Phone, and Email.
3. Part A
   - Column A: List all expenses for your event.
   - Column B: Put the amount CFC funded for that specific line item. If we did not fund you for that line item, put $0.00.
   - Column C: Put the actual cost of each line item as listed on the original receipt.
   - Column D: You do not need to do anything for this part, the cells will auto-populate.
4. Part B
   - Column A: List all sources of income in addition to the Ticket Sales and CFC Grant (i.e. Scholarships, Donations, etc.)
   - Column B: Put the amount of the money received for each source of income (the CFC grant will auto-populate).
5. Part C
   - Total Income is the amount of money that you received for the event (auto-populated from Part B Total)
   - Total Expenses is the amount of money that you spent on the event (auto-populated from Part A Total)
   - Total Profit is the amount of money that you still have left over (Total Income-Total Expenses)
   - Unexpected/Return to CFC is the total amount of unused money from CFC funded line items (auto-populated from Part A Total). It is minimum amount of money to be returned to CFC regardless of the profit you did or didn’t make.
   - Total Amount Returned to CFC: Leave this section blank until discussed with the CFC Student Manager or CFC Program Coordinator. It is the amount of the grant that needs to be returned to CFC up to the amount of profit that you made.
6. Click on the “Receipt Log” tab, and enter in the details for all of your receipts (both CFC funded items and items your organization paid for.)
7. Schedule a meeting with the CFC Student Manager or the CFC Program Coordinator to turn in your form. You must bring with you original copies of all of your receipts as well as proof of income!

This can be a tricky process, so if you have questions or would like to work on this with us, we are happy to schedule a meeting with you. Email cfc@ucdavis.edu to schedule an appointment.