# CLUB FINANCE COUNCIL

## Expenditure Report Packet

This packet will be used to complete the Expenditure Report process. You’ll be reporting how much you spent on the items that received CFC funding, as well as providing receipts.

**WHAT’S IN THIS PACKET?**

1. **Expenditure Report**: Used to report your expenses.
2. **Receipt Log**: Used to track and list all your receipts.

 **WHAT YOU NEED TO COMPLETE YOUR EXPENDTURE REPORT (ER)**

* Your **“Finance Agreement/Expenditure Report Info Sheet”** (You received this when you picked up your Finance Agreement. If you lost it email the CFC Student Manager at cfc@ucdavis.edu)
* All of your original receipts
* A few pieces of blank 8.5” x 11” paper and transparent tape if you need to submit small/loose receipts

 **HOW TO COMPLETE YOUR EXPENDITURE REPORT**

1. Put your organization name, preferred name, phone number and email on the ER
2. Using your “Finance Agreement/Expenditure Report Info Sheet” enter your Grant number, Funding Period, Amount of Grant and Grant Due Date.
3. In Column A, list all the line items that received CFC Funding
4. In Column B, enter how much CFC allocated your organization for those line items
5. In Column C, enter the total cost of the line item
6. In Column D, enter how much the organization contributed to the total cost of the line item (if any)
7. Column E: If the line item cost less than the amount CFC allocated, calculate how much needs to be returned to CFC
8. Fill out the receipt log for all receipts/invoices/final bills you are reporting in your ER

**CLUB FINANCE COUNCIL EXPENDITURE REPORT**

Organization Name:

Your Preferred Name:

Phone Number

UCD Email:

Grant Number:

Amount of Grant: $

Date your organization applied for funding:

Remember, your expenditure report is always due 2 weeks after the date of your event!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. Line Item Funded** | **B. Amount** **Allocation** | **C. Amount****Expended** | **D. Amount of****Organization’s** **Contribution** | **E. Unexpended****Balance (Return to CFC)** |
| Example: Facility Rental | $400 | $350 | $0 | $50 |
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See the “Expenditure Report Information Sheet” for complete instructions on filling out this report.

**What was your final attendance/# of publications? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you completed the CFC Online Feedback form? If not, please do!**

**\*Approved by:**

\*CFC Manager or Coordinator Signature

\*Date

I hereby certify that this report is true and correct to the best of my knowledge and that all expenditures reported have been made in accordance with the expenditure limitations and for the purpose set forth in the application and the finance agreement.

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Officer Title

 **RECEIPT LOG**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Receipt # | Activity/Event Funded (or Nameof Publication) | Date listedon Receipt | VendorName | Description(Line ItemName) | Amount Submitted ($ Spent asListed onReceipt) | AmountAllocated for Line Item |
| 0 | Ex: Culture Night | 11/15/17 | ARC Ballroom | Facility Rental | $350 | $400 |
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| 16 |  |  |  |  |  |  |

List all receipts below. As an example, we have listed one below. Please follow accordingly.

Please list receipts in the same order you have them listed on the Expenditure Report.

Tape all small receipts to a white piece of 8 ½ x 11 paper. Write the receipt number corresponding to the ledger line next to it.