



ULLR Financial Guide

Form UC000
Rev 2, June 2008

I. Financial Highlights

A. This financial guide contains information on how to complete and process each ULLR Financial Form.

B. The forms described in this document are:

1. Event Budget (UC001)
2. Event Informational Worksheet (UC007)
3. Deposit Slips (Not Numbered)
4. Check Request – Event (UC006)
5. Reconciliation – Event Revenue (UC005)
6. Reconciliation – Event Expense (UC004)
7. Comments On Event (UC002)
8. Check Request – Administrative (UC003)

C. All financial forms except the Deposit Slip may be downloaded from the ULLR website (ullr.org/UllrForms). The forms table of contents states whether each form is available in Excel (XLS), Word (DOC) or Adobe Acrobat (PDF). The Excel version of the form will automatically perform the calculations. If you do not have Excel on your computer, use the PDF version and then make the calculations yourself. The forms with little or no calculations are available in Word or PDF. If you do not have access to the ULLR Website you may obtain blank forms from the Treasurer.

D. One of the Event Chairpersons should take responsibility for completion of all financial matters. This ULLR Financial Guide and forms (except the Deposit Slip) are available on the ULLR website. The financial duties of an event chair are straight forward if you read and follow this Guide.

E. Following are the seven most important things to know about your financial responsibilities:

1. Your event Budget must be submitted to the ULLR Executive Board using the Event Budget (UC001) form and be approved prior to promoting your event, collecting any money or requesting any money from the Treasurer. Upon Board approval, the Treasurer will assign an event number to your event. Use this event number on all deposits, check requests and financial correspondence.

2. All income must be collected by checks made payable to ULLR Club or ULLR Ski, Bike and Social Club. Unless absolutely necessary, do not accept cash. Cash is extremely difficult to account for and deposit. Deposits must be recorded on an ULLR two-part Deposit Slip. Write the Event Number you received from the Treasurer on the Deposit Slip.
3. To receive money, make a payment or issue a refund, submit a Check Request to the Treasurer. There are two check request forms, one for event expenses (UC006) and one for administrative (non-event) expenses (UC003). Travel agent contracts/invoices, vendor invoices and/or receipts must be attached to each check request.
4. Cash purchases must be supported by receipts.
5. Event Reconciliation reports must be completed and delivered to the Treasurer within two weeks of the event completion. Do not delay in completing these reports as specific information may not be remembered and receipts may be lost.
6. Ask the Treasurer if you need help. It is easier to do it right than do it over.

II. Forms

A. Event Budget (UC001)

This is a worksheet to provide a Budget (projection) of an event's expenses, revenue, cash/deposits amounts and timing and number of participants. The Excel version of the Budget will automatically perform the calculations. If you do not have Excel on your computer, use the PDF version and make the calculations yourself. Submit a copy of your completed Budget to your program coordinator. The Program Coordinator is responsible for presenting the Budget to the ULLR Board for approval. The appropriate VP may function as the Program Coordinator.

1. Upon receipt of the approved Budget (or earlier) the Treasurer will assign an event number to the event. The event number should be referenced in all event financial correspondence and applied to all event financial forms.

2. No checks will be issued for an event until the ULLR Executive Board has approved the Event Budget and the Treasurer has received it.
3. The Event Budget is used to facilitate planning, financially define the event, provide information for approvals and provide the basis for the Treasurer to pay event check requests.
4. Should the event financial projection change significantly the event chairpersons should consult with the appropriate Board members and the Treasurer and submit a revised Event Budget for Board approval. Timely approval is essential for an orderly evaluation of trip finances.

B. Informational Worksheet (UC007)

The Informational Worksheet must be submitted with the Event Budget for all multi-day trips. All sections that apply to this event must be completed.

C. Deposit Slips (No Form Number)

Fill out ULLR Deposit Slips in duplicate. Include the event number and date at the top of the Deposit Slip. Enter each check including the participants name and amount. Total the deposit at the bottom of the Deposit Slip. Send the original Deposit Slip with the checks to the Treasurer and retain the copy for your event reconciliation.

1. ULLR Deposit Slips are available from the Treasurer. Return unused Deposit Slips to the Treasurer as the ULLR Club pays for the Deposit Slips.
2. All checks should be made payable to ULLR Club or ULLR Ski, Bike and Social Club. Except for General Meetings and What's Cooking no cash should be accepted.
3. Checks returned by the bank for non-sufficient funds will be returned to the chairperson for collection. Replacement checks must be entered on a Deposit Slip in the same way as new checks.
4. All revenue must go into the ULLR Checking Account. Deducting expenses from checks/deposits is not permissible. There are two exceptions to this rule; facility costs only may be deducted from the General Meeting revenue and food and beverage expenses may be deducted from What's Cooking revenue. In both cases the expenses may be deducted prior to making the deposit, receipts must be provided and a General Meeting Report (UC008) or What's Cooking Report (UC009) submitted to the Treasurer with the deposit.

5. With specific prior approval of the Treasurer, the event chair may make deposits directly to Wells Fargo and immediately send a copy of the deposit slip to the Treasurer.

D. Check Request – Event (UC006)

When checks are needed for event reservation deposits, payments for transportation, lodging, food and reimbursement for incidental expenses; complete the Check Request – Event. Submit the check request to the Treasurer allowing, if possible, seven days for payment.

1. Complete the event and chairperson information.
2. Section A: Event Check Request. List the name and address to whom each check is payable and note the purpose for the check and the date by which the check is required.
3. Section B: Cash Advance Check Request. Cash advance checks may be requested by the event chair to cover cash purchases. It is very important to keep receipts for purchases made with cash advances. Cash advances must be listed on the Reconciliation: Event Expense form in the lower left corner.
4. Section C: Refund Check Request. List all refunds to be made for the event in this section. Be sure to subtract the applicable cancellation fee. The Treasurer will mail the checks directly to the appropriate person(s).

Failure to accurately and completely fill in all appropriate blanks on the Check Request may cause the check to be delayed or processed incorrectly.

E. Reconciliation: Event Expenses (UC004)

The reconciliation reports may be filled in as you go or immediately after the event is completed. Complete all appropriate spaces on the form so that the Treasurer has a complete record and can accurately report the financial performance to the ULLR Executive Board. Complete and accurate filling in of the form will allow the Treasurer to promptly pay the chair any monies due. Whether the expense has already been paid by the Treasurer or was paid by the Chair must be noted by placing the dollar amount in the correct column. Cash advances are listed in the lower left portion of the form.

F. Reconciliation: Event Revenue (UC005)

The reconciliation reports may be filled in as you go or immediately after the event is completed. Complete all appropriate spaces on the form so that the Treasurer has a complete record and can accurately report the financial performance to the ULLR Executive Board. Total Deposits should equal Total Gross Deposits and Net Deposits should equal Net Revenue. Total Expenses from the Reconciliation: Event Expenses form should be entered in the 'Less Total Expenses' space near the bottom of the Reconciliation: Event Revenue form.

G. Comments on Event (UC002)

In order to assist future coordinators and event chairs complete the Comments on Event Form and submit it to the appropriate coordinator within two weeks after the end of the event. At the chairs discretion a copy may be attached to the reconciliation reports and sent to the Treasurer. The responsible VP may serve as coordinator.

H. Check Request – Administrative (UC003)

This form should be used to reimburse a member for authorized expenses he/she has paid on behalf of the ULLR Club that are not event related. The form also may be used to pay a vendor/provider directly for non-event related expenses. Use the Check Request- Event form for any and all event related expenses.

1. Section A: Reimbursement. Provide the information requested; documenting date, payee, description and the amount paid. In the case of multiple expenses, the amount to be paid to the individual should be totaled at the bottom of this section.
2. Section B: Vendor Payments. In addition to the date, payee, description and amount, provide when the check should be sent and the address to send the check.