

**AREA L.E.G.S. LAKE ERIE GENERAL SERVICES®**

**ACTIVITIES - MANAGING FUNDS**

**PRIORITIES –**

1. Do we have the funds to commit to this event or function?
  2. Will this event or function prevent the Area Service Committee or Subcommittees from functioning?
  3. What ideas and time are committed to this event or function?
- What is it [Theme]: \_\_\_\_\_
  - Where and when is it to be held: \_\_\_\_\_
  - What funds are needed to host the event or function: \_\_\_\_\_
  - What is the financial breakdown? [List below]
    1. Rent \_\_\_\_\_
    2. Food \_\_\_\_\_
    3. Paper Products \_\_\_\_\_
    4. Disc jockey \_\_\_\_\_
    5. Tickets (raffle, dance, etc.) \_\_\_\_\_
    6. Transportation \_\_\_\_\_
    7. Security \_\_\_\_\_
    8. Miscellaneous (if any; include cost)
      - a. \_\_\_\_\_ e. \_\_\_\_\_
      - b. \_\_\_\_\_ f. \_\_\_\_\_
      - c. \_\_\_\_\_ g. \_\_\_\_\_
      - d. \_\_\_\_\_ h. \_\_\_\_\_

**TOTAL PROJECTED EXPENSES \$ \_\_\_\_\_**

**\*\*\*TURN IN ALL RECEIPTS TO THE AREA TREASURER\*\*\***