

ABATE OF OHIO, INC.
MONTHLY REGION REPORT

Characteristics:

1. Category: Finance.
2. Established by: Request of State Treasurer.
3. Purpose: To summarize region financial activity by month.
4. Audience: Anyone involved in region finance.
5. Required? Yes.
6. PDF Format: [Click Here to Download](#).
Excel Format: [Click Here to Download](#).

Directions:

1. Month/Year – indicate month and year.
2. Region – indicate region number.
3. No Activity – mark an “X” if no activity during the month. Region Treasurer Signature and Date at bottom of report are only other requirements.
4. Event Name – name of event(s).
5. Profit from Event – net profit from event(s). Attach completed Meeting/Event Report(s).
6. 30% Sent to Support State Office – multiply Profit from Event by 30%.
7. Amount Retained by Region – Profit from Event minus 30% Sent to Support State Office minus total of Amounts Given to Support 501c(3) Charities.
8. Amounts Given to Support 501c(3) Charities – list each charity receiving donations:
 - a. Amount – amount of check written or goods donated.
 - b. Charity – name of 501c(3) charity receiving the donation.
9. Memberships Collected – amount of money collected with membership applications.
10. Product Sales – amount of money collected for non-event specific product.
11. Donations – amount of money collected as a donation to ABATE.
12. Special Draw – amount of proceeds from a special drawing.
13. Special Draw Winner – name on ticket drawn.
14. Proceeds go to – beneficiary of special drawing.
15. Pass the Hat – amount of money collected by passing the hat.
16. Proceeds go to – beneficiary of passing the hat.
17. Raffle – amount of proceeds from a raffle.
18. Proceeds go to – beneficiary of the raffle.
19. Item donated by – name of donor if item not purchased by region.
20. Beginning of Month Actual Balance – balance from the beginning of the month on Region Check Register.
21. Deposits – total of all deposits for the month from Region Check Register.
22. Checks – total of all checks for the month from Region Check Register.
23. End of Month Actual Balance – balance after last transaction of the month from Region Check Register.
24. Beginning of Month Earmark – value of earmark(s) at beginning of month.
25. Additions/Deletions – addition(s) to and deletion(s) from earmarks during month.
26. End of Month Earmark – value of earmark(s) at end of month.
27. Working Balance – End of Month Actual Balance minus End of Month Earmark.
28. Amount over \$1000 to State Office – amount of Working Balance over \$1000.
29. Remaining Working Balance – Working Balance minus Amount over \$1000 to State Office.
30. Region Treasurer Signature – signature of Region Treasurer.
31. Date – date of Region Treasurer Signature in mm/dd/yy format.

Special Cases:

1. Attach additional forms as needed.

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Handling:

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| <ol style="list-style-type: none">1. Send to: State Treasurer.2. Deadline: Received within 20 days of end of month. | <ol style="list-style-type: none">3. Maintain copy for region records.4. Must be accompanied by: Region Check Register. |
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