

ABATE OF OHIO, INC.
MEETING/EVENT REPORT

Characteristics:

1. Category: Finance.
2. Established by: request of State Treasurer.
3. Purpose: To report meeting and event income, expenses and profitability and to calculate event split.
4. Audience: Anyone involved in event finance.
5. Required? Yes.
6. PDF Format: [Click Here to Download](#).
Excel Format: [Click Here to Download](#).

Header Directions:

1. Date – day of meeting or event in mm/dd/yy format.
2. Meeting/Event – description of meeting or event name on approved flyer.
3. Region/County – indicate region number and county name, if applicable.

Day of Meeting/Event Directions:

1. Starting Bank – amount of cash required to make change.
2. Memberships – amount of money collected with membership applications.
3. Product Sales – amount of money collected for non-event specific product.
4. Donations – amount of money collected from donations.
5. Gate Receipts – amount of money collected at gate for admittance to the event.
6. Contests – amount of money collected for contest participation.
7. Other – list individually:
 - a. Description of income such as: food & beverage sales, auction income, event specific product sales or vendor fees,
 - b. Amount of money collected.
8. Total Cash In – total of Starting Bank, Memberships, Product Sales, Donations, Gate Receipts, Contests and Other.

9. Cash Prizes – amount of money spent on or related to recognizing contest winners/losers. Attach 1099 form(s).
10. Entertainment – amount of money spent on bands, speakers, etc. Attach 1099 form(s).
11. Food – amount of money spent on food and non-alcoholic beverages.
12. Other – list individually:
 - a. Description of expense such as: supplies or rentals (attach rental agreement).
 - b. Amount of money spent.
13. Total Cash Out – total of Cash Prizes, Entertainment, Food and Other.
14. Amount of Bank Deposit – subtract Total Cash Out from Total Cash In.

Meeting/Event Profit & Loss Directions:

1. Pre/Post Donations – amount of money collected from donations other than day of the event.
2. Pre-Registrations – amount of money collected from pre-registrations for the event.
3. On-Form Instructions – carry over Donations, Gate Receipts, Contests and Other(s) from left.
4. Total Income – total of Pre/Post Donations, Pre-Registrations and On-Form Instructions amounts.
5. On-Form Instructions – carry over Cash Prizes, Entertainment, Food and Other(s) from left.
6. Checks Written – list individually:
 - a. Ck# - document number of the check written. If multiple checks written, “M”.
 - b. Category – the type of expense, fill in description if other.
 - c. Total – total amount of checks written for each category of expense.
7. Total Expenses – total of On-Form Instructions amounts and Checks Written.
8. Event Profit – subtract Total Expense from Total Income.

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Event Split Directions:

1. State Treasury – multiply Event Profit by a minimum of thirty percent.
2. Region Treasury – amount of profit to be kept in the Region Treasury.
3. Charity – total amount of profit to be sent to the designated charities. Maximum seventy percent.
4. Total Event Split – total of State Treasury, Region Treasury and Charity. Must match Event Profit to the right.

Footer Directions:

1. Event Organizer – signature of person organizing the event.
2. Date – of signature in mm/dd/yy format.
3. Region Treasurer – signature of Region Treasurer.
4. Date – of signature in mm/dd/yy format.

Special Cases:

1. A meeting with no related income and no related expense is exempt from completing this form.
2. A meeting with no related expenses need not fill out Expense Section.
3. Region/County meetings are exempt from thirty percent rule.
4. All pre-event loans must be repaid before any charity receives donation.

Handling:

1. Send to: State Office.
2. Deadline: Received within 7 days of end of the event.
3. Must be accompanied by any membership applications collected, 1099 Information Form(s), separate checks for membership and for event split.