

ABATE OF OHIO, INC.

EVENT LOG

Characteristics:

1. Category: Event.
2. Established by: Policies & Procedures.
3. Purpose: To record and track financial transactions related to an event and communicate any notes deemed relevant to current / future event.
4. Audience: Event committees.
5. Required? Preferred.
6. PDF Format: [Click Here to Download](#).
Excel Format: [Click Here to Download](#).

Directions:

1. Event Name – name of event.
2. Region/County – indicate region number and county name, if applicable.
3. Page – sequential page number.
4. Date – of transaction or note in mm/dd/yy format.
5. Ref – If check, number of the check. If deposit, write “DEP”. If cash, write “CASH”. Blank for a note.

6. Vendor / Topic – If check, payee as written on the check. If deposit, source of income. If cash, vendor name from receipt. If note, state topic.
7. Description / Notes – describe the type of transaction with any additional details needed for future planning or reporting. Use additional lines as needed.
8. On Event Budget – mark when item has been recorded on the corresponding Event Budget.
9. On Event Report – mark when item has been recorded on the corresponding Meeting/Event Report.
10. Expense – amount of the check or cash paid. Enter as a positive number.
11. Income – amount of the deposit. Enter as a positive number.

Special Cases:

(none)

Handling:

1. Must be attached to Event Budget.