

ABATE OF OHIO, INC.
EARMARKED FUND

Characteristics:

1. Category: Finance.
2. Established by: Bylaws; Article VI: General Property and Finance; Section 6: Earmarked Funds.
3. Purpose: To establish and approve, then record and track financial transactions related to an earmark.
4. Audience: Region Treasurers.
5. Required? Yes.
6. PDF Format: [Click Here to Download](#).
Excel Format: [Click Here to Download](#).

Establishment Directions:

1. Region – indicate region number.
2. Name of Fund – descriptive name of earmarked fund.
3. Goal Amount - maximum amount of fund to be set aside for goal.
4. Purchase or Improvement of an Item – mark if fund is for this purpose and complete the following:
 - a. Item Description – description of item to be purchased or description of improvement.
 - b. Multiple Quotes? – check Y or N.
5. Event Expense – mark if fund is for this purpose and complete the following:
 - a. Event Name – name of event.
 - b. Event Date – date of event in mm/dd/yy format.
 - c. Sanction Date – date of event sanctioning in mm/dd/yy format.
 - d. Expense Description – description of event-related expense.
6. Charity – mark if fund is for this purpose and complete the following:
 - a. Charity Name – name of charity.
 - b. 501 (c) (3)? – check Y or N.
 - c. Federal Tax ID Number – as assigned by the I.R.S.

7. Region Treasurer – signature of Region Treasurer.
8. Request Date – date of request in mm/dd/yy format.

Approval Directions:

1. Approved? – check Y or N.
2. Stipulations – any stipulations the State Treasurer wishes to place on the fund.
3. State Treasurer – signature of State Treasurer.
4. Approval Date – date of approval in mm/dd/yy format.

Tracking Directions:

1. Date – date of transaction in mm/dd/yy format.
2. Description – describe the type of transaction.
3. On Region Report – mark when item has been recorded on the corresponding Monthly Region Report.
4. Addition – amount of the addition to the fund. Enter as a positive number.
5. Deletion – amount of the deletion from the fund. Enter as a positive number.
6. Balance – after listed transaction.
7. Remarks – any remark concerning fund for future reference.

Special Cases:

(none)

Handling:

1. For establishment, must be sent to State Treasurer for approval.
2. State Treasurer must communicate approval to Region.
3. For tracking, must be completed and attached to Monthly Region Report.