

Monroe County Volunteer Firemen's Association, Inc.

INSTRUCTIONS FOR COMPLETING COMMITTEE BALANCE SHEET

In order to facilitate the annual audit of the MCVFA Treasurer's records and to comply with legal and procedural requirements for the accurate and full accounting of MCVFA funds, all members who chair committees or events which expend and/or collect funds on the behalf of the Association, must complete a "Committee Balance Sheet." The balance sheet must show to whom, or from whom the funds were transferred, the purpose of the transfer, whether, or not a receipt is available, and the amount transferred. This report should be completed and submitted with 30 days of the conclusion of the event or completion of the committee charter. Following is the procedure for obtaining, completing and submitting a balance sheet form.

How to obtain a Committee Balance Sheet:

1. Log on to <http://www.mcvfa.com/home.html> and download or print the form,
2. Contact any MCVFA table officer and request that a form be mailed, emailed, or sent via facsimile machine, to you,
3. The form is available as an Excel® spreadsheet, populated with formulae for automatic calculations, or as a "pdf" file for those who wish to fill the form in manually. PLEASE specify which version you wish. There is also a "short version for events with less than 37 transactions, and a long version for those with up to 75.

How to complete the form:

1. Committee or Event: The name of the committee, or the event for which the report is being composed,
2. Chairman: The person who is responsible for the successful operation of the committee or event,
3. Budget Account: Enter the MCVFA budget account number from which the committee derives its' funding,
4. Date: The date on which the transaction on each particular line occurred,
5. Payee / Funds Source: The person, organization or entity which received the funds, if it was an expenditure, or the source of the funds if the line reports money paid to the MCVFA,
6. Covering: Briefly describe the reason for the transfer, i.e.: "banquet ticket payment" or "ice for beverages,"
7. Receipt?: Indicate, by means of "Yes" or "No" whether a receipt is available for review by the Auditing Committee. **NOTE:** If using the Excel® spreadsheet version of this form, insert **only** one of those two words, in order for the imbedded formulae to work properly.
8. Expenses: Insert in this cell the amount of money paid OUT to another person, organization or entity,
9. Income: Insert in this cell the amount of money received from another person, organization or entity,
10. Balance: If using the Excel® spreadsheet version, this cell will automatically be populated with a running balance of the preceding transactions. If using the *.pdf version, the value for this cell must be manually entered.
11. Disbursements with receipts: If using the Excel® spreadsheet version, this cell will automatically be populated with the total of all expenditures for which a receipt is available. If using the *.pdf version, the value for this cell must be manually entered.
12. Disbursements without receipts: If using the Excel® spreadsheet version, this cell will automatically be populated with the total of all expenditures for which a receipt is NOT available. If using the *.pdf version, the value for this cell must be manually entered.
13. Event Profit (Loss): If using the Excel® spreadsheet version, this cell will automatically be populated with the final profit (or loss) of the event. If using the *.pdf version, the value for this cell must be manually entered.
14. Budget Allowance: If an allowance was provided in the current MCVFA budget, insert that amount in this cell,
15. Budget Status (over): If using the Excel® spreadsheet version, this cell will automatically be populated with the final profit or (loss) for the event, ADJUSTED by the allowable budgeted amount. If using the *.pdf version, the value for this cell must be manually entered.
16. When the report is complete, the chairman should sign and date the report in the spaces in the lower left corner of the form.

How to submit the form:

1. After completing of the balance sheet, it and all receipts must be forwarded to the Audit Committee for auditing.
2. After the audit is successfully completed, the report is approved for presentation to the Board of Directors.
3. At that point, a copy of the balance sheet should be given to the Association Secretary for inclusion in his records.
4. The original balance sheet and the receipts, bills and other substantiating documents should be turned over to the Treasurer for preservation. He will incorporate them into the historical records of the Association and make them available in the event of an audit by the IRS or the State of New York.
5. If using the pdf version of the form, please indicated the page number of each and the total number of sheets at the bottom of each page.
6. If using the Excel version, all cells which have an embedded formula will display the result of the formula in blue text. Additionally, these cells have been locked so that they cannot be inadvertently changed.

