

Area Accounting Form



This form should accompany all funds and returned to your **Area Finance Coordinator** or the address below immediately after the event. **DO NOT mail cash.** Personal, business or certified check or a check from the area account should be submitted.

Contact Information

Contact Name

Phone

Email

Credit for funds raised go to

Area (circle one)

Program/Team

(must be completed in order to credit correct team)

Return to: Area Finance Coordinator OR
Special Olympics Montana
PO Box 3507
Great Falls, MT 59403

Event Information

Event Name

Date of Event

Amount Enclosed

Checks \$

Cash \$

Total \$

OFFICE USE ONLY

Date

Amount

Over/Short

Area funds – all checks received for the area should be immediately mailed to the Area Finance Coordinator to be deposited into the area account.

Team funds – donations made on behalf of a specific team will be credited to the team account by the Area Finance Coordinator.

All donations must be accounted for and deposited to team or area funds. **It is not permissible for teams to keep and spend donations** without first sending them to the Area Finance Coordinator & requesting reimbursement.

Teams doing fundraisers outside of those offered by the SOMT state office must submit a **Fundraising Approval Form** to SOMT 30 days prior to an event.

Proceeds from state events, such as LETR Plunges will be sent to the Area Finance Coordinator listing each team and amount received. Proceeds are generally sent from SOMT approximately two weeks following the event. Because the proceeds are based on NET revenue, some of the money may be held longer until all event expenses are paid before the full amount is provided to the area/teams. For LETR Plunges, the areas/teams receive 60% of NET proceeds. For raffle tickets, areas receive \$4 of every \$5 ticket sold. Teams who clearly document team name receive the \$4 for each ticket sold in their team specific account.

Special Olympics Montana

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