

	POLICIES AND PROCEDURES	INDEX NO. 2011	APPROVAL LEVEL EB
	SUBJECT Income and Expense Reports	EFFECTIVE 08/2024	SUPERSEDES 11/09
	SPECIAL DISTRIBUTION Finance Committee		

POLICY

To provide timely information as to the income and expense of planning and producing the winter and summer conventions, and other special events.

PROCEDURE

Events and Commercial Services will prepare and submit reports detailing all income and expense of producing each approved event.

An unaudited report of income and expenses categorized by current budget line items shall be distributed, for review, to the Executive Director, Finance Committee members, and the Board of Directors within 90 days following the event.