

CLUB'S BALANCE SHEET - ICC ALLOTMENT FUNDS

- You will need to keep a balance sheet on your club ICC Allotment spending.
- Record the check request forms you have submitted and their total money spent.
- Take into consideration the proposals that are approved, but still need check requests to be submitted.
- Fall semester 100% or 66%, or 33% installation will determine the amount of money your club will receive. The amount of funds are subject to change, ask the ICC.
- Spring semester 100% or 66%, or 33% installation will determine the amount of money your club will receive. The amount of funds are subject to change, ask the ICC.

CREATE YOUR CLUB'S BALANCE SHEET - EXAMPLE

Black Font = money in your account; **Red Font = money spent and not in your account;**

Blue Font = what you might be spending, but waiting on the exact amount (not to exceed).

Description	Amount
Fall 2020 100% Installation on 9/24/20	\$600.00
Check Request – club president reimbursement for food	-\$50.00
Check Request – club advisor reimb. for online conference registrations	-\$200.00
Spring 2021 66% Installation on 3/25/21	\$396.00
Balance	\$746.00
Proposal to be approved for club prizes during online karaoke night, not to exceed	-\$100.00
Proposal to be submitted for zoom workshop food reimbursements, not to exceed	-\$200.00
Balance	\$446.00