

2019 WHITE PARTY INCOME/EXPENDITURES REPORT (as of December 11, 2019)

CONSOLIDATED QUESTIONS/CONCERNS/RECOMMENDATIONS

Listed below is what was sent to me and what I did manage to capture from the December 16, 2019 Executive Board Meeting:

- What was the actual cost for libations? **The actual amount spent to cover the entire bar was 1807.45. This includes everything needed to stock a bar such as: alcohol, juices, mixers, lemons, limes, straws, cups, sodas, etc. \$2000 was given and \$192.55 was returned to Soror Vivian Bland (ICF). Sodas along with a cooler were given to the Social Committee for the chapter's cookout.**
- Can report reflect the budgeted amount and what was actually spent for each line item? **Yes, all receipts with vouchers were turned over to Soror Vivian Bland (ICF).**
- Total cost of the affair is not reflected. The Executive Board approved additional funds which were over \$2,000.00 for table clothes, etc. That amount is not reflected in subject report. When questioned prior the justification giving was the source of funding came from ICF and the items would be used for other chapter events. Everything purchased becomes the property of the Chapter and is available for future use. The above statement is incorrect. **An executive board conference call was held and the board approved to purchase the tablecloths, chair covers, step & repeat, and retractable banner. The tablecloths were purchased by the chapter not ICF. ICF only paid for the cleaning and pressing of the tablecloths. Total cost for these items can be given by Soror Irene Logan.**
- Grill Raffle Expenditures. It is possible but highly unusually that the grill would cost \$400.00; even if the expense for the grill is reflected, what was the income from the raffle for the grill? **There were other items raffled as well as the grill. The television and fire pit were donated, so the only items purchased were the grill and air fryer. The voucher and receipt for each item was given to Soror Vivian Bland (ICF). Any amount not used was returned. Total income from the Raffle was**
- Libations expenses were \$2000.00 and drink sales were \$2,042.49. From the report, it is reflecting that \$42.49 was realized as profit. That seems quite low. What was the refund (\$192.55) libation for? **The refund was for items returned to the stores. The committee was in agreement that this was really low. Some contributing factors: Bottles of wine on the reserved tables, Sorors bringing in their own libations, and bar/drink tickets were not properly managed. It was reported during the Ways & Means closeout meeting that people were getting free drinks.**

- What happened to the "left over" liquor that had been opened? Where is it stored, as it belongs to the chapter? **All remaining items not returned are boxed and can go into the storage unit at any time. Remaining items were to be for our joint fundraising event, which was tabled.**
- Request to see a spreadsheet with Approved Budgeted/Income Obtained/Expenditure amounts for the White Party, side-by-side. Particularly, what the approved budget amount versus expenditures were, side-by-side for ease of reading for the Sorors. Basically, want to see the original budget versus what was spent.
- Please annotate that the \$3,500 was for "facility rental"; also annotate that 50/50 Raffle Tickets and White Party Tickets was for the "printing of" the tickets for clarity
- Indicate the amount spent for the purchase of the tablecloths/chair covers separately. If included in Decorations, please indicate the breakdown of those minus the type of other decorations purchased (realize they are in storage....the ones that are permanent type of items). **The amount for tablecloths will have to come from Soror Irene Logan (chapter expense). Soror Vivian Bland (ICF) can/has provided the total amount spent for cleaning.**
- What was the \$400 Cash Box for? What does Refund Cash Box mean? **The \$400 for the Cash Box was requested so change could be provided to patrons/attendees if needed. A refund means the same amount given for change was returned to ICF.**
- There was a question as to the "even number" of \$2000 for libations expenditure (believe that was answered)
- Are there receipts for each expenditure, voucher, check issued? **Yes, all receipts were given to Soror Vivian Bland (ICF), additional questions can be answered by her.**