

**Columbian Foundation Supporting People with Intellectual
Disabilities, Inc.**

COUNCIL DRIVE REPORT FORM

COUNCIL NO. _____ DISTRICT NO. _____ DATE _____

PLEASE FILL OUT ENTIRE FORM

GROSS REVENUE

\$ _____

Less Allowable Expenses:

- | | |
|--|------------------------------------|
| 1. Candy Cost | \$ _____ |
| (Attach copy of invoice, date paid and check number) | |
| 2. Apron Cost | \$ _____ |
| (Attach copy of invoice, date paid and check number) | |
| 3. Direct Postage Expense - If Applicable | \$ _____ |
| (Attach copy of receipts) | |
| 4. Direct Printing Expense - If Applicable | \$ _____ |
| (Attach copy of receipts) | |
| 5. Total Expenses | \$ _____ |
| (Sum of lines 1 thru 4) | |
| 6. Total Remittance to Columbian Foundation | \$ _____ |
| (Subtract line 5 from Gross Revenue) | |
| 7. Number of leftover candy cases | <u>Leftover Candy Cases</u> |

Note: Invoices or Receipts must support All expenses.

Attach such documentation to this form and mail with your check.

**THIS REPORT MUST BE SUBMITTED THIRTY (30) DAYS
FROM THE LAST DAY OF THE DRIVE**

Make check payable to: Columbian Foundation Supporting People with Intellectual Disabilities, Inc.

MAIL WHITE COPY AND CHECK TO:

Melvin Picanco	Tel: 209.629.8051
2454 Shadow Berry Dr.	Fax: 209.629.8051
Manteca, CA 95336	mpicanco@comcast.net

RETAIN THE YELLOW COPY FOR YOUR COUNCIL RECORDS

We hereby certify under penalty of perjury that the above accounting is true and correct.

Signatures _____
Grand Knight

Financial Secretary

REPORTS/EXPENSE INSTRUCTIONS

This section is intended to explain the requirements for the filing of final reports on the Drive. The following forms (shown on the ensuing pages of this section) will be sent to you immediately preceding the drive.

- Report ID 200 - Council Drive Report Form
- Report ID 201 - Request For Distribution
- Brochure from recipient

It is recommended that you also file in this section any internal reports that will be useful in future drives, such as, total collected by locations or a final report by your Chairman noting shortcoming, pitfalls, recommendations etc.

A word about your report to the Foundation on the Drive. This is a public solicitation for funds and as such is considered to be monies collected in trust. Therefore, the whole program is approved under California Law, Federal regulations and given the imprimaturs of the Supreme Council. It is run under the auspices of the Columbian Foundation Supporting People with Intellectual Disabilities, Inc. These are permanent approvals only insofar as we conform to laws and Supreme policies. Conformance means filing timely reports with the California Attorney General and the Internal Revenue Service. Any delay could raise the question of a Council using these funds - if only temporarily, for purposes not related to the drive. It cannot be stressed enough that these are “monies held in trust” and as such, cannot be used for any other propose. Even one Council attempting to circumvent the rules can jeopardize the entire program.

You have thirty (30) days from the close of the Drive to submit your report and remit the funds after paying for your candy and other authorized expenses. All expenses claimed must have receipts attached to the reports sent to the Columbian Foundation Supporting People with Intellectual Disabilities, Inc.

Under no circumstances are you to make distribution directly to organizations or individuals that deal with People with Intellectual Disabilities. Federal and State regulations require that distributions be made only by the Columbian Foundation Supporting People with Intellectual Disabilities, Inc., (via the Grand Knight)

If a Council is unsure as to where the funds should be distributed, the Council Drive Report Form (ID200) should be submitted without the Request for Distribution Form (ID201).

Anything short of conforming with the rules of the game can result in the ordering of your books and records pulled. The State Deputy has this authority.

EXPENSES

The only authorized expenses a Council may deduct from the gross revenue are:

1. Candy Cost (with copy of invoice)
2. Apron Cost (with copy of invoice)
3. Direct Postage Expenses - if any (attach receipts)
4. Direct Printing Expenses - if any (attach receipts)
5. Solicitation Permit Fees (attach receipt)

NO OTHER EXPENSES, SUCH AS PAID ADVERTISING, ETC., WILL BE ALLOWED.

Columbian Foundation Supporting People with Intellectual Disabilities, Inc.

REQUEST FOR DISTRIBUTION

COUNCIL NO. _____ DISTRICT NO. _____ DATE _____

PLEASE AUTHORIZE THE FOLLOWING DISTRIBUTION FROM OUR ACCOUNT:

NAME OF RECIPIENT	ADDRESS	PERCENTAGE
<u>COLUMBIAN FOUNDATION</u>	<u>RESIDENTIAL/EDUCATIONAL LOAN PROGRAM</u>	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

If you do not have a preference, you may check the box below.

Note 1: Distribution can only be made to organizations working with People with Intellectual Disabilities that have I.R.S. tax exemption under 501(c) (3) of the Internal Revenue Code. Attach proof of such exemption to this form for each Recipient listed above

Note 2: All funds not properly designated by the Council, and/or recipient or receipts for expenditures, along with a copy of the necessary 501(c)(3), by September 1st of the year following the Drive will automatically and irrevocably be deposited in the Grant Program.

Grand Knight Information: Name _____

Address _____

City, State, Zip _____

Phone (_____) _____ - _____

MAIL WHITE COPY TO: Melvin Picanco, 2454 Shadow Berry Dr., Manteca, CA 95336

RETAIN YELLOW COPY FOR YOUR COUNCIL RECORDS

Signatures _____
Grand Knight Financial Secretary