



Columbus H.O.P.E. Foundation Inc.
 4904 Boundview Court
 Summerville South Carolina 29485
 EIN: 62-1870323

(A non-profit corporation operated by Knights of Columbus in South Carolina)
 "Helping Other People Everyday"

Columbus HOPE Fundraising Report

(Please refer to instructions on reverse when completing this form)

Date: _____

Council Reporting

Number: _____ Location: _____

Knight Completing This Report

Name: _____ Position (i.e. FS, GK) _____

Phone: _____ E-mail address: _____

Income

Tootsie Roll Campaign: (Funds donated while distributing free Tootsie Rolls)	\$ _____ .	} Add these 3 for GROSS INCOME
Second Source Funds: (Other Council fundraisers –see handbook for ideas) Brief description: _____	\$ _____ .	
Business Donations: (Donations from businesses or professionals) Name of Business: _____	\$ _____ .	

GROSS INCOME: \$ _____ .

Expenses

Tootsie Roll Candy:	\$ _____ .	} Add these 2 for TOTAL EXPENSES
Other Expenses:	\$ _____ .	

TOTAL EXPENSES: \$ _____ .

(**GROSS INCOME** minus **TOTAL EXPENSES** =) **NET AMOUNT:** \$ _____ .

To calculate Grant funds available to the Council take 85% of Net Amount and round the result to the nearest whole dollar.

The remaining funds are used by CHF for expenses and State grant checks.

Record the result of your calculation below.

(**NET AMOUNT** times 0.85 rounded to nearest dollar =) **GRANT FUNDS AVAILABLE:** \$ _____ .00

I hereby certify that this is a true report of income and expenses:

Grand Knight

Date

Checks for **Net Amount** must be made payable to **Columbus HOPE Foundation, Inc.**,
 Mail to: Anthony Panek, CHF Secretary, 4904 Boundview Court, Summerville, SC 29485

Instructions for Completion of CHF 101 – Columbus HOPE Fundraising Report

PLEASE:

1. If you have any questions call Anthony Panek at 843-330-5449 or email at secretary@columbushope.org
2. **Do not include any previous submissions in this form. This form is not meant to be a cumulative record of your fundraising. Only include numbers in this report pertaining to the funds that you actually submit with this form.**
3. Please use this form – not a homemade form or earlier version of the form. Please discard any blank copies you have in your files of previous or homemade versions of this form. If you need copies contact Anthony Panek and he will email or send one to you in the U.S. Mail. Some delays have been experienced by the use of incorrect forms.
4. Complete all blocks, if possible, and print all information (except the signature) legibly and large enough to be easily read. While not required, black or blue ink is preferred. Please don't bother trying to type the information on the form.
5. All entries in the INCOME and EXPENSES blocks, as well as the NET AMOUNT, should be given to the nearest **CENT**.
6. Remember to take credit for funds donated by your council. If the council buys the Tootsie rolls, that expense should show up as part of the Tootsie Roll Campaign Income because it is a donation to the campaign by the council; and it should show up in the Tootsie Roll Candy Expenses because it represents an expense to the campaign.
7. Calculate Grant Funds available to you by multiplying the Net Amount by 0.85 and rounding the result to the nearest dollar (\$0.50 and over gets rounded up). This is the money that you can request in one or more rebate checks using CHF 102 – Request for Columbus HOPE Rebates.
8. The Grand Knight should sign and date the form.
9. Prepare a check in accordance with your council's procedures. **This check must be made payable to Columbus HOPE Foundation, Inc. and must be for the exact amount shown in the NET AMOUNT block.** Several checks have had to be replaced resulting in delay in processing deposits and preparation of rebate checks.
10. The completed CHF 101 should be sent to:

Anthony Panek, CHF Secretary
4904 Boundview Court
Summerville, SC 29485