

League of Women Voters of Illinois
Reviewed April 2013
Local League Use of Education Fund

Board Handbook
Financial Guidelines
Income & Expense Submission Form

League _____
League Address: _____
Contact person: _____ Phone: _____
Email: _____ Fax: _____

Project Name _____ Project Date: _____

INCOME:

Enclosed please find _____ checks for a total of \$ _____ to be deposited in the
LWV _____ Education Fund.

_____ This income must be shared with the following local leagues after all
expenses from this project have been paid according to our original proposal.

EXPENSES:

Enclosed are _____ invoices for a total of \$ _____ to be paid out of the
LWV _____ Education Fund. I have included receipts
where reimbursements are requested.

Make check #1 payable to : _____ Amount: \$ _____

Attn: _____

Make check #2 payable to : _____ Amount: \$ _____

Attn: _____

Make check #3 payable to : _____ Amount: \$ _____

Attn: _____

_____ This is a portion of the income/expenses for this project.
_____ This is the final submission for this project.