
All Saints Episcopal Church-Detroit

Fundraising event or **Outreach** program **RECAP** for
(Circle either FUNDRAISING or OUTREACH)

[Project Name]

[Date of the program]

[RECAP DUE]

***If funds were raised**, then this recap is due **ONE MONTH**
from the **DATE** of **PROGRAM** to the **FINANCE** committee

***THE OUTREACH PROGRAM RECAP is DUE THE FIRST SUNDAY**
of the **FIRST FULL WEEK** of the **month following** the **END** of the **QUARTER**
to the **POLICY COMMITTEE**

1Q(Jan-Mar) **APR** **2Q**(Apr-Jun) **JUL** **3Q**(Jul-Sept) **OCT** ***4Q**(Oct-Dec) **JAN**

*Your 4Q ministry/committee/organization outreach recap should be included as part of the annual report.

*If the outreach program is from a non-affiliated team then use the 4Q due date.

FINANCE COMMITTEE:

- Submit ONE MONTH** [date_____]
- Finance Committee will include this **FUNDRAISING** recap with their FINANCE REPORT and given to the Vestry

VESTRY

- Included in the** [month_____] Vestry meeting

POLICY COMMITTEE

- Copy** given [date_____]

Quarterly Committee/Organization Recap Report

Check which quarter the recap report is for:

- 1st Quarter, **January – March** 20____
 - Due the **first Sunday** of the first full week in **APRIL**.

- 2nd Quarter, **April – June** 20____
 - Due the **first Sunday** of the first full week in **JULY**.

- 3rd Quarter, **July – September** 20____
 - Due the **first Sunday** of the first full week in **OCTOBER**.

- 4th Quarter, **October – December (Annual Report)** 20____
 - **The 4th quarter report is not due in January**. Your Annual Committee/Organization Report should include your 4th quarter activities.

I. **Name of the event:** _____

II. **Date the event was held:** _____

III. **Name of committee/organization:** _____

IV. **Key Members:**

➤ Chair/Contact Person: _____

➤ Bookkeeper/Treasurer: _____

➤ Other pertinent people:

V. **Were any funds raised or other items collected?**

- Yes No

VI. **What was the total amount you anticipated raising?**

a) What was the total dollar amount raised (gross) (plus) =

b) What was the total amount of expenditures (minus) =

c) What was the amount kept on hand (minus) =

d) What was the net amount (equal) =

VII. How were these funds or other items allocated?

At least 50% MUST go to the **GENERAL FUND**

➤ Breakdown of the other 50%

- | | | |
|---|--------|----|
| <input type="checkbox"/> General Fund: | _____% | \$ |
| <input type="checkbox"/> Ministry/Committee: | _____% | \$ |
| <input type="checkbox"/> Apportionment: | _____% | \$ |
| <input type="checkbox"/> Other, please explain: | _____% | \$ |
| ○ Other: | | |
-

VIII. Lessons learned:

➤ Would you recommend this type of event to be done again?

- Yes No

I. What went well?

II. What didn't work?

III. What/how could you improve on with this event?

IV. Other comments, suggestions, etc.