Thank you for supporting Seattle Children’s. We appreciate your taking the time to organize all of the financial information from your event. Please submit financial information to the Guild Association electronically within 90 days of your event.

Helpful Resources:
- Guild Association Resource Guide (to obtain a printed copy, contact the Guild Association)
- Guild Association staff, trustees, and committee members
- guidassociation@seattlechildrens.org or (206) 987-2153

Important Notes:
- Attach copies of event advertising or promotion such as invitations (including electronic), auction brochures, posters and website address if applicable.
- Do not mail cash
- If your guild receives a matching gift form from a donor, please mail the form to the Guild Association for completion and submission to the company’s matching gifts department. Your guild will receive credit for the matching gift.
- If your guild participates in the calendar project, mail calendar revenue to the Guild Association office.
- All financial records must be audited annually (Internal Audit Forms mailed to the Guild President once a year.)

Please submit completed Treasurer’s Report(s) with corresponding documentation to:
Seattle Children’s Guild Association
Mailing Address: PO Box 5371 / MS: S-200 / Seattle, WA 98145
Electronic Reports may be submitted to your staff liaison or to:
guidassociation@seattlechildrens.org
(206) 987-2153 or (800) 635-1432
Street Address: 6901 Sand Point Way NE Seattle, WA 98115

Revised 03/18
Please complete all applicable sections of the Treasurer’s Report within 90 days after your event(s) or project(s). Please use a separate report for each event. Please attach additional pages or spreadsheets where necessary. Include all the information requested. Please also attach a copy of your invitation, flyer, and/or brochure for each event or project. If you have any questions when completing the Report, please contact the Guild Association at (206) 987-2153 or (800) 635-1432.

**Guild Name:**___________________________________________________________________________

**Treasurer’s Name:**______________________________________________________________________

**Treasurer’s Email:**_________________________**Treasurer’s Daytime Phone:**______________________

**Event/Project Name and Date:**____________________________________________________________

______________________________________________________________________________________

1. **Financial Summary:**
   - Gross (Total) Event Revenue Received
     - (including funds received and processed at the Guild Association) $__________________
   - Total Expenses (breakdown may be required with bank statements at the end of the fiscal year) $__________________
   - Net Event Revenue (gross event revenues less total expenses) $__________________
   - Expense Ratio (total expenses/gross event revenue) _________________%
     - 35% or less is the recommended standard
   - Amount of check to Guild Association $__________________

2. **Event Tickets - if applicable (not raffle related):**
   - Number of Tickets Sold __________________
   - Total Ticket Revenue $__________________
   - Price per Ticket $__________________
   - Tax Deductible Amount per Ticket $__________________

3. **Did your guild pay a service provider (caterer, auctioneer, printer, etc.) $600 or more?**
   - Yes/No
   - If yes, have you obtained a completed form W-9 from them? Include total amount paid to each service provider and type of service provided. Yes/No

**Please see reverse side for more information**

Revised 02/11
For #4 - 8, please send an excel spreadsheet via email, to your guild staff liaison or guildassociation@seattlechildrens.org, including the requested information. Contact the Guild Association for electronic templates.

4. Sponsors: Please include a list of all cash sponsors of your event. This list should detail: Name, address, gross sponsorship amount, fair market value of goods and services provided and net sponsorship (gross sponsorship less goods and services provided)

Please also include a list of all in-kind sponsors of your event who donated goods or services (printing, catering, etc.) valued at $1,000 or more. Include an approximate value of the in-kind donation. This list should detail: Name, address, description of in-kind donation, dollar value amount

5. Donors: Please include a list of all individual donors who made monetary donations. Only list donors who are paid in full (typically, these are Raise the Paddle donors). This list should detail: Name, address, dollar amount (include donations not provided through other sections of report such as: gifts made prior to event, etc.)

6. Raffle Information: If you had a raffle, please attach your Raffle Activity Report form and a W-9 form for each winner of a prize valued at $600 or more. The Raffle Activity Report form and W-9 forms are available through the Guild Association.

7. Auction Information: Please include a list that details: Description of auction item, fair market value, amount paid, name and address of buyer.

8. Unpaid Attendees: If you have attendees with an outstanding balance for auction purchases or donations, please include a list of names and amounts. This list should detail: Name, dollar amount, type of outstanding balance.

9. In-Kind Donations to the Hospital: In-kind donations can range from hand-made items to toys for our Child Life department. To receive credit in the Guild Association Annual Report, please attach a list of in-kind donations. This list should include: Description of item and its value.

10. Volunteer Hour Credit: Please list total volunteer hours for your guild members for this event. Also include hours for any guild related volunteer activities, including guild meetings, thrift store shifts and in-hospital volunteer hours completed and not listed on your last Treasurer’s Report. Hours are credited in the Guild Association Annual Report.

Total Hours:___________

Please retain a complete copy of this report for your records.