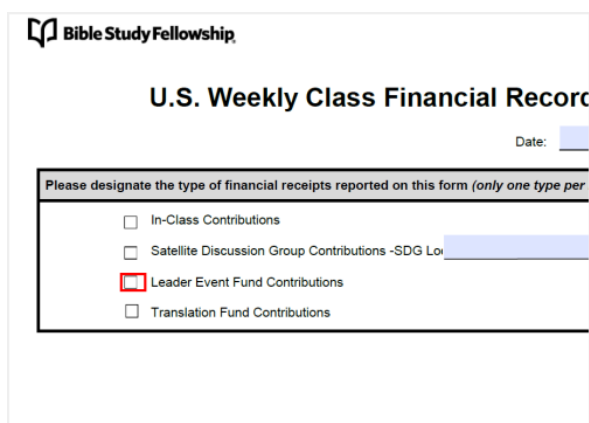
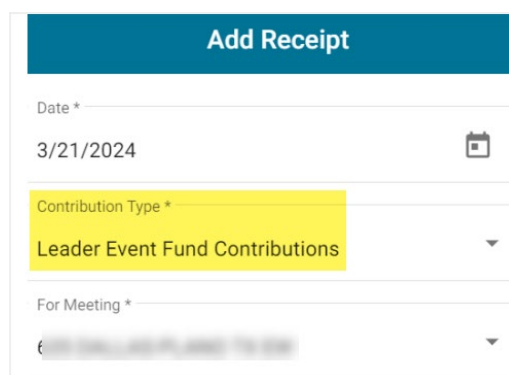


# How to Account for the Leader Event Fund Giving on the Monthly Finance Report



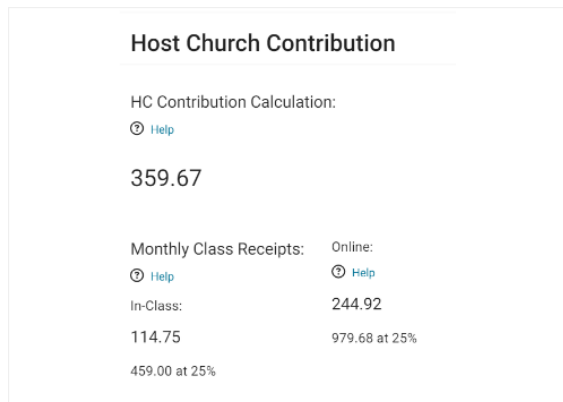
1

Complete a **Weekly Class Financial Record (F 101)** for the Leader Event Fund Contribution. Complete separate F 101s for any other donation types (in-class contribution, SDG, etc.)



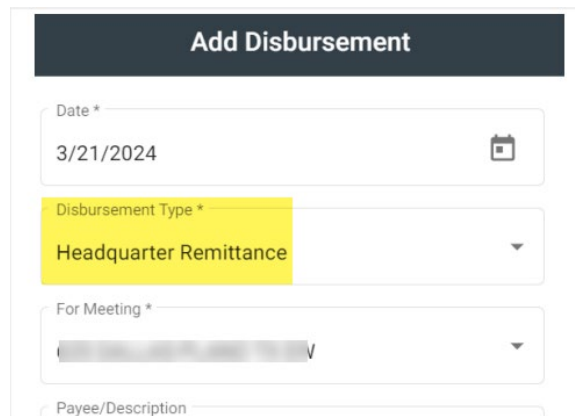
2

Add a Receipt for Contribution Type: "Leader Event Fund Contributions" in MyBSF on the **Transactions** page. Add separate receipts for any other donations.



3

**Note:** Leader Event Fund donations are not calculated in the HC Contribution. Add a Disbursement for your HC Contribution, if applicable, and add separate disbursements for any other expenses. **Do not add a disbursement for the Leader Event Fund.**



4

After editing your retained balance, **Add a Disbursement** to remit the amount shown in the *Remittance Balance Calculation* to HQ. Then select **Submit to HQ**.