Instructions for Reporting Lost Revenue

Any area that has lost revenue from cancelled events related to COVID-19 should report those losses via the following link located on the Office of Fiscal Planning & Analysis website. Please note that if an area has more than one lost revenue event, each event will have to be entered separately.

https://forms.office.com/Pages/ResponsePage.aspx?id=vqQ9fyInLkO_p2QIDR6x3A3FUwwKma9AupUMmxQiwbUNkoxRDM4VEsxTVJBpMUpdBTldUS2FZSSQtQCN0PWCu

1. **College/VP Area** – Enter the College/VP Area responsible for hosting the event (i.e., Vice-President for Finance & Administration)
2. **School/Discipline/Department Name** – Enter the School/Discipline/Department, in “name” format, of the area responsible for hosting the event

3. **Name/Title** – Enter the Name & Title of the individual responsible for the event (i.e., Bridget Maskew/Business Analyst)
4. **Email** – Email address of the individual responsible for the event

   4. Email *

       Enter your answer

5. **Phone** – Campus phone number of the individual responsible for the event

   5. Phone: (ie., ###-####-#####) *

       Enter your answer

6. **Account Code** – The account code where the revenue would have been deposited, if received (i.e., 4xxxx)

   6. Account Code *

       Enter your answer
7. **Budget String** – Identify the campus budget string where the revenue would have been captured (i.e., 10H10-110002-06000)

8. **Fiscal Year of the Revenue Lost** – The fiscal year that the revenue would have been recorded in, if the event had not been cancelled (i.e., 2020)
9. **Start Date of Event** – The first date of the event

10. **End Date of Event** – The last date of the event

11. **Name of Event** – Title of the event (i.e., Spring Art Show 2020)
12. **Event Location** – Location of the event (i.e., McLemore Hall)

15. Event Location

Enter your answer

13. **Description** – Describe the event and list detailed ticket pricing (i.e., Spring Art Show 2020 - Ticket Prices - $15 Adult, $10 Children)

16. Description (i.e., Ticket price $15 per ticket) *

Enter your answer

14. **Anticipated revenue** – Estimate the amount of revenue that would have been generated from the event

17. Anticipated Revenue $ *

The value must be a number
15. **Amount Received** – The amount of revenue that was received and deposited for the event

16. **Refunds Issued** – Amount of revenue received and deposited for the event, that has been refunded
17. **Description of expenses incurred** – Detailed description & itemization of all expenses incurred for this event (i.e., Venue Rental - $1,000, Presenter Fees - $2,000, Printed Handouts - $500, etc.)

18. **Amount of expenses incurred** – The sum total amount of all itemized expenses listed in Question #20 above (i.e., $3,500)
19. **Comments** - Any additional comments or information

20. **Submission of Form** – Once all data has been entered, hit the submit button to complete the process