



CITY OF LOS ANGELES

REPORT OF RESULTS CHECKLIST

Organization Name: _____

*In accordance to the LAMC Section 44.10, the Report of Results Activity form must be filed within **30 days** of the termination date of the solicitation. All receipts, expenses and distribution of proceeds for events identified in the INFORMATION CARD must be provided and must furnish all details related to the event. In addition, the form must be signed by two officers of the organization; however if signature from two officers is unavailable, natural persons authorized by the organization or the person filing the report will be accepted.*

Forms & Supplementary Documents Needed to Complete the Report of Results Form		Complete	
		Yes	N/A
1	All Receipts (If requested by Charitable Services Section staff)		
2	Fundraising Expenses (If requested by Charitable Services Section staff)		
3	Proof of Distribution of funds which shall include the amount(s) and the date(s)		
4	The Report of Results Form requires original signatures from TWO officers from the organization		

Once the Report of Results form is complete, please email it to:

pccharity@lapd.online

or Mail to:

***Charitable Services Section
Los Angeles Police Commission
100 W. 1st St., Room 147
Los Angeles, CA 90012***



CITY OF LOS ANGELES REPORT OF RESULTS OF ACTIVITY

Due Date: _ .

Date Received: _____
Verified By: _____
Organization No: _____
Card No: _____

Name of Organization: _____

Address of Organization: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Contact No: _____

Type of Activity: _____ Date held from: _____ To: _____

RECEIPTS:

Admission Sales _____	Returns From Sales _____	TOTAL RECEIPTS _____
Cash Contributions _____	Sale of Advertising _____	LESS APPLICABLE TAXES _____
Membership Fees _____	Ticket Sales _____	GRAND TOTAL RECEIPTS _____
Pledges _____	Other Sources (Itemized) _____	

FUND-RAISING EXPENSES:

Salaries, Wages, Commissions (To Whom) _____	Music _____
Rentals/Purchase of Equipment _____	Prizes _____
Printing, Postage, Stationery _____	Other (list & itemize below) _____
Telephone, Television or Radio Time _____	_____
Advertising/Publicity Costs _____	_____
Decorations, Favors, Costumes, Uniforms _____	_____
Cost of Merchandise, Food, etc. for Resale _____	
Information Card Processing Fee _____	
Reservation Charges _____	FUND-RAISING EXPENSES TOTAL _____

NET AMOUNT REMAINING FOR CHARITABLE PURPOSES

DISTRIBUTION OF FUNDS:

Funds Distributed To: _____

Amount Released: _____ Date Released: _____

This report must be signed by TWO Officers of the organization and filed with Charitable Services Section, Los Angeles Police Commission, within 30 days after the close of the solicitation.

_____	_____	_____	_____
Type or Print Name	Signature of Officer	Date	Contact Number
_____	_____	_____	_____
Type or Print Name	Signature of Officer	Date	Contact Number