

Special Events

FOX CHASE
CANCER CENTER

Accounting

Fox Chase Cancer Center is unable to open or manage bank accounts for third party events. Instead, the Special Events Office encourages event organizers to protect their proceeds through careful financial management – especially if event supporters' individual checks are not mailed directly to Fox Chase.

The Special Events Office recognizes that event organizers need funds to run their events and pay expenses. For these purposes, you may prefer to keep funds on hand, either in your own personal account or in a separate account earmarked for the event. In your planning process, make sure to develop a budget, taking into consideration the type of event you are having and the many components related to the event.

As a rule of thumb, event expenses should not exceed 25% of the gross revenue generated by the event.

STEPS FOR MANAGING FINANCES

- Make a cost sheet
- Record all expenses
- Get all estimates in writing and keep receipts
- Pay all expenses by check (avoid paying cash)

After all expenses have been paid and accounted for, make one check (for the amount of the remaining funds) payable to Fox Chase Cancer Center and mail it to:

Fox Chase Cancer Center
Special Events Office
610 Old York Road
Suite 400
Jenkintown, PA 19046

If you have any questions, please feel free to contact the Special Events Office at (215) 728-3163 or events@fcc.edu.