

FINANCIAL REPORT FOR FUND-RAISING EVENTS. (9/19)

Income: Itemize amounts received from ticket sales, advertisers, outside vendors, donations, etc.

Expenses: Itemize all expenses with amounts spent for food, decorations, speakers, publicity, complimentary tickets, etc., and attach receipts for reimbursement by the Treasurer.

Door Prizes and Opportunities: List totals separately showing income and expenses.

Name of Event: _____ Date Held: _____

Income: Donations (Ticket sales) _____
Outside vendors _____
Total _____

Deduct Expenses: Food _____
Decorations/Supplies _____
Complimentary tickets/Program _____
Total _____

Balance: _____

Extra Income: Merchandise sales _____
Opportunities _____
Total _____

Net Profit: _____

Proceeds retained by Circle (if applicable) – 50% (?) _____

NET PROCEEDS TO CLUB TREASURER _____

Expenses to be Reimbursed by Treasurer: _____

Chairman: _____ **Date Submitted:** _____

Copies of this report should be prepared and submitted to the Club President, Club Treasurer, and a copy retained for the Chairman's files, within 7 days following the event.