

Financial Report for Organizational Event or Fund-raising Activity

Name of Event:	
Date of Event:	
Location:	
Income	Amount
Sale of tickets	
Monetary Donations	
Sale of Goods	
Fees	
Reimbursements/Refunds	
A. TOTAL INCOME	
Expenses	
Stationery	
Paper Goods	
Postage	
Printing and Copying	
Telephone	
Transportation	
Equipment	
Food and Beverages	
Gifts	
Gratuities	
Speakers Fees/honoraria	
B. TOTAL EXPENSES	
C. PROFIT (LOSS) [A-B]	
Date Prepared:	
Treasurer Signature:	
Chairperson/Coordinator Signature:	

SUMMARY WORKSHEET FOR TICKET SALES

	A	B	C	D
1		QUANTITY	COST PER	VALUE
2	PRINTED			(+)
3				
4	*MINUS UNSOLD			(-)
5	MINUS COMPLIMENTARY			(-)
6	PLUS SOLD			(+)
7	TOTAL TICKETS [B4+B5+B6]			
8			NET RECEIPTS [D4+D5+D6]	
9				
10				
11	Note # 1 : B7 must equal B2			
12				
13	Note # 2: All values in column "C" are identical			
14				
15	Note # 3: Enter D8 on front of form on line "Sale of Tickets"			
16				
17	<i>*Attach Unsold Tickets to This Report</i>			