

Event Financial Summary

Event _____ Date _____

Name _____

Revenue Summary Report

Revenue:

(a) # of people attended / items sold _____

(b) price charged per person / item \$ _____ \$ _____

Total revenue (a) x (b) \$ _____ \$ _____

Note: Cash collected should agree with total Revenue

Cash Collected Summary

Cash/Checks submitted to Treasurer: (please fill out an incoming cash form also)

Date: _____ Amount \$ _____

Date: _____ Amount \$ _____

Date: _____ Amount \$ _____

Cost Summary Net Profit Summary

(a) cost of items purchased \$ _____ Total Revenue \$ _____

(b) # of item sold _____ Total Costs \$ _____

cost of goods sold (a) x (b) \$ _____ Net profit/loss \$ _____

Other expenses (please fill out request for payment form also):

_____ \$ _____

_____ \$ _____

_____ \$ _____

Grand total Costs \$ _____

- Make a copy of this form for your records.
- Copy turned into Treasurer.
- Copy to the Team Leader to file (along with any samples/info from event).