



## EVENT WORKSHEET

Please use this form to report income and expenses for your event. Please include this form in an envelope, along with any receipts, cash and checks (e-receipts can be emailed).

**EVENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**COORDINATOR:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_

**BUDGET:** \_\_\_\_\_

**NUMBER ATTENDED YOUR EVENT:** \_\_\_\_\_

(events with a \$0 budget should plan to charge enough to cover the costs of the event)

### EXPENSES

#	ITEM	NAME	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

<b>TOTAL EXPENSES:</b>	
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### INCOME

CASH TOTAL: \_\_\_\_\_

CHECKS TOTAL: \_\_\_\_\_

BILL TO ACCOUNT (TOTAL): \_\_\_\_\_  
(list accounts to bill on reverse)

TOTAL INCOME: \_\_\_\_\_

Thank You!

## BILL TO ACCOUNT

#	NAME	AMOUNT	INITIALS
1			
2			
3			
4			
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