

# 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

(a) cost of items purchased \$ \_\_\_\_\_

(b) # of item sold \_\_\_\_\_

cost of goods sold (a) x (b) \$ \_\_\_\_\_

## Net Profit Summary

Total Revenue \$ \_\_\_\_\_

Total Costs \$ \_\_\_\_\_

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. Turn into to Treasurer.

