

# Sacred Heart Council 2842 - Event/Affair Financial Report Form

Name of Event:

Date and Location Event was Held:

For the benefit of:

Number of Members on Committee:

Total Committee Volunteer Hours:

## RECEIPTS

Advanced by Council:					\$	-
Admissions:	0	@	\$	-	\$	-
Refreshments:					\$	-
Raffle Ticket Sales					\$	-
Advertising					\$	-
Other (Specify)					\$	-
Other (Specify)					\$	-
Other (Specify)					\$	-
<b><i>TOTAL RECEIPTS:</i></b>					<b>\$</b>	<b>-</b>

## DISBURSEMENTS: (LIST AND INCLUDE VALUE OF ALL DONATED ITEMS)

Rental of:					\$	-
Music/Entertainment:					\$	-
Refreshments:					\$	-
Catering or Cost of All Food (Attach Details)					\$	-
Printing					\$	-
Gifts or Awards					\$	-
Raffle Prizes					\$	-
Other (Specify)					\$	-
Other (Specify)					\$	-
Other (Specify)					\$	-
Other (Specify)					\$	-
<b><i>TOTAL DISBURSEMENTS:</i></b>					<b>\$</b>	<b>-</b>

This report shall be completed for every event or affair involving monies being expensed from council funds or funds being held in trust for any purpose. One copy is printed for signature & the file sent electronically to the Financial Secretary.

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Gross Profit:		\$ -
Advance by Council Returned to General Fund:		\$ -
<b>NET PROFIT (OR LOSS):</b>		<b>\$ -</b>

## DISBURSEMENT OF PROFITS:

General Fund:		\$ -
Charity Fund:		\$ -
Scholarship Fund:		\$ -
Columbian Club:		\$ -
Other (Specify):		\$ -
Other (Specify):		\$ -
Other (Specify):		\$ -
Other (Specify):		\$ -
Other (Specify):		\$ -
Other (Specify):		\$ -
Other (Specify):		\$ -
Other (Specify):		\$ -
Other (Specify):		\$ -
<b>TOTAL DISBURSEMENT OF PROFITS:</b>		<b>\$ -</b>

<b>PROFIT BALANCE:</b>	<b>ALL PROFITS ALLOCATED</b>	<b>\$ -</b>
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**Report Date:** \_\_\_\_\_

**Event Chairman:** \_\_\_\_\_

**Signature of Event Chairman:** \_\_\_\_\_

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## PROFIT DISTRIBUTION:

Date	Payee	Amount	Balance	Voucher	Check
	<b>INITIAL BALANCE</b>		\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
		\$ -	\$ -		
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		\$ -	\$ -		

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