

Event Name: _____

Event Date: _____

Lead: _____

Committee members: _____

- May use previous year's event template (if one exists) for revenue and expense and attach. However remainder of this form must be completed.

Revenue

Deposit (total – see below)		
Note: No earmarked funds from previous year		
Less Cash Float		
Total net revenue		

Expenses

Item	Money	Location

Total Expense	\$
Net Profit for event	\$

	Initial of both
Put this in current finance binder found in the office	
Cross reference with treasure and lead	
Put in event binder/Parent council binder	