

Sacred Heart Council 2842 - Event/Affair Financial Report Form

NOTE: Report is to be completed and submitted within thirty(30) days following the event.

Name of Event:

Date and Location Event was Held:

For the benefit of:

Number of Members on Committee:

Number of Hours per Member:

Total Committee Volunteer Hours:

(Number of Members on Committee x Number of Hours per Member)

FRATERNAL ACTIVITY TYPE AND HALL DONATION

| | Faith | Community | Family | Life | Hall Donated? (Circle One) | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------|-----------|
| Choose the fraternal activity that fits the event and whether the hall was donated: | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Yes | No |

RECEIPTS

| | | |
|-------------------------------|--------------|-----------|
| Advanced by Council: | | \$ |
| Admissions: | \$ each | \$ |
| Refreshments: | | \$ |
| Raffle Ticket Sales | | \$ |
| Advertising | | \$ |
| Other (Specify) | | \$ |
| Other (Specify) | | \$ |
| Other (Specify) | | \$ |
| <u>TOTAL RECEIPTS:</u> | | \$ |

EXPENSES: (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) | | \$ |
| <u>TOTAL DISBURSEMENTS:</u> | | \$ |

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 to be printed for signature & the file sent electronically to the Treasurer.

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PROFIT/LOSS

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

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): | | \$ |
| <u>TOTAL DISBURSEMENT OF PROFITS:</u> | | \$ |

| | |
|-------------------------------|----|
| <u>PROFIT BALANCE:</u> | \$ |
|-------------------------------|----|

Report Date: _____

Event Chairman: _____

Signature of Event Chairman: _____

Reserved for Council's Financial Officers

Received by Treasurer: _____
Date

Treasurer's Initials

Received by Financial Secretary: _____
Date

Financial Secretary's Initials

Event Number: _____
(if applicable)

Form Version: 201903