Income/Expense Report (created: 10-4-16)

INCOME: 

______EVENT TICKETS @ $_________each = $_________
______EVENT TICKETS @ $_________each = $_________
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______# of COMP’D TICKETS

RAFFLE $_________
BAR $_________
RESALE $_________

TOTAL INCOME: $_________

EXPENSES:

Food $_________
Band/DJ $_________
Use of Hall $_________
Bar $_________
Plates, tablecloths, etc $_________
Raffle prizes $_________

TOTAL EXPENSES $_________

PROFIT $_________

Money counted by: ____________________________

X ____________________________

Count verified by: ____________________________

X ____________________________

Money received by: ____________________________

X ____________________________

TOTAL EXPENSES $_________

NOTE: attach receipts for payment, with the name of the party that paid. NO cash money should be paid out to anyone from money collected at the event. All payments will be made by Branch/District check.