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

INCOME:  

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 $________

$________

$________

$________

PROFIT $________

Money counted by:

Money received by:

Count verified by:

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.