Income/Expense Report

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 INCOME $_________
TOTAL EXPENSES $_________

PROFIT $_________
Money counted by:

Count verified by:

Money received 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.