



## ACTIVITY REPORT FORM

Council Event: \_\_\_\_\_

Date of Event: : \_\_\_\_\_

Location: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Event Chair: \_\_\_\_\_

Purpose of event:

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Members assisting in this event:

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_____	_____
_____	_____
_____	_____

Results of this event:

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Council Event: \_\_\_\_\_

Date of Event: : \_\_\_\_\_

## FINANCIAL INFORMATION

Advanced Funding :(Yes / No)      Check Number: \_\_\_\_\_      Amount: \$ \_\_\_\_\_

### INCOME

Tickets: Total Number Printed for the Event \_\_\_\_\_

Price per Ticket: (\$ \_\_\_\_\_)

Number of Tickets Sold times the Price:      \$ \_\_\_\_\_

(a) TOTAL INCOME:      \$ \_\_\_\_\_

### EXPENSES

(Receipts must be provided)

Rental:      \$ \_\_\_\_\_

Clean up:      \$ \_\_\_\_\_

ABC License:      \$ \_\_\_\_\_

Beverages:

Wine      \$ \_\_\_\_\_

Beer      \$ \_\_\_\_\_

Soda      \$ \_\_\_\_\_

Total Beverages:      \$ \_\_\_\_\_

Food: (specify on page 3)      \$ \_\_\_\_\_

Entertainment: (specify on page 3)      \$ \_\_\_\_\_

Decorations: (specify on page 3)      \$ \_\_\_\_\_

Flowers: (specify on page 3)      \$ \_\_\_\_\_

Awards: (specify on page 3)      \$ \_\_\_\_\_

Administrative: (specify on page 3)      \$ \_\_\_\_\_

Miscellaneous: (specify on page 3)      \$ \_\_\_\_\_

**(b) TOTAL EXPENSES:**      \$ \_\_\_\_\_

### CLOSE-OUT

Event Balance: Income Total from Line (a):      \$ \_\_\_\_\_

Subtract Expenses Total from Line (b):      \$ \_\_\_\_\_

TOTAL PROFIT / LOSS:      \$ \_\_\_\_\_

Funds Returned to the Financial Secretary:      Date: \_\_\_\_\_ \$ \_\_\_\_\_

