

LEGEND – EVENT/PROJECT REPORT

- (A) Name of the Event or Project**
- (B) Date of Event or Project**
- (C) Name of Chair Person(s)**
- (D) Name(s) of Committee Member(s)**
- (E) Details of Event Receipts (Ticket Sales, Admissions, Food Sales, Etc)**
- (F) Number of Persons Purchasing Tickets or Admissions, Number of Persons Attending Events such as BBQ, Tickets Sold for Raffle, Etc.**
- (G) Receipts Received from Sale of Tickets or Admissions, Sale Proceeds of Food Products at BBQ's, Tickets Sold for Raffle, Etc.**
- (H) Total Attendance and Event Receipts**
- (I) Total Attendee Number**
- (J) Total Gross Receipts**
- (K) There is Four Columns to Use in this Section to Record the Items and Dollar Value of the Items Listed – (K) Itemize Items Used to Run Event – Food Products, Paper Products, Beverages, Condiments, Dishwashers, Special Advertisements, Etc.**
- (L) Enter the Dollar Value of Items Taken from Inventory (Stock) as per the Almonte Civitan Club Catering Inventory Master List found in the Cabinet in the Kitchen**
- (M) Enter Dollar Value of Invoices that were Paid Directly by the Treasurer and Attach a Copy of the Invoice(s)**
- (N) Enter the Dollar Value of Items that Were Paid by Cash Payouts by the Event Chair and Attach Invoices for same**
- (O) Total Dollar Value for Items Withdrawn from the Catering Inventory**
- (P) Total Dollar Value of Items Paid Directly by the Treasurer for the Event/Project**
- (Q) Total Dollar Value of Items Purchased by Cash Payouts by Event Chair**
- (R) Add Columns (O) + (P) + (Q) and Enter the Total Expenses for the Event**
- (S) If Event Realized a Gain, Enter a Check Mark Here**
- (T) If Event Realized a Loss, Enter a Check Mark Here**
- (U) Net Gain or Loss – Add Item (J) Minus Item (R) and Enter Result. If Total is Positive, the Event Realized a Gain, If Total is Negative, the Event Realized a Loss**
- (V) Proceeds Turned Over to the Treasurer for Deposit – Add (J) Minus (Q) and Enter Result in (V)**
- (W) Enter the Names of Volunteers who Participated in the Event for At Least One Hour**
- (X) Enter Comments, Positive or Negative, that Will Help the Next Chair Person Who Will Run a Similar Event in the Future**
- (Z) Distribute the Report as Listed**