

# CIVITAN CLUB OF ALMONTE INCORPORATED - EVENT/PROJECT REPORT

Event/Project Name: (A) \_\_\_\_\_ Date: (B) \_\_\_\_\_

Chair: (C) \_\_\_\_\_ Committee: (D) \_\_\_\_\_

**RECEIPTS:**

DETAILS - Please Attach Ticket Stubs, Cash Register Receipts Etc to Treasurers Copy

	NUMBER (F)	AMOUNT (G)
1) (E) _____		
2) _____		
3) _____		
4) _____		
5) _____		
<b>TOTAL ATTENDANCE AND EVENT RECEIPTS (H)</b>	<b>(I)</b>	<b>(J)</b>

**EXPENDITURES:**

DETAILS - Please Attach Copies of Invoices To Treasurers Copy

	STOCK ITEMS (L)	PAID BY CHEQ (M)	CASH PAID OUT (N)
1) (K) _____			
2) _____			
3) _____			
4) _____			
5) _____			
6) _____			
7) _____			
8) _____			
9) _____			
10) _____			
11) _____			
<b>TOTAL EXPENSES BY CATEGORY</b>	<b>(O)</b>	<b>(P)</b>	<b>(Q)</b>
<b>TOTAL EVENT EXPENSES - (O) + (P) + (Q)</b>			<b>(R)</b>

**NET GAIN/LOSS:** (Receipts (J) Less Expenditures (R)) Gain: (S)\_\_\_ Loss: (T)\_\_\_ (U) \_\_\_\_\_

**NET PROCEEDS TURNED OVER TO TREASURER** Receipts (J) Less Cash P/O's (Q) (V) \_\_\_\_\_

**VOLUNTEERS:** (Minimum of 1 Hour)

1) (W) _____	9) _____	17) _____
2) _____	10) _____	18) _____
3) _____	11) _____	19) _____
4) _____	12) _____	20) _____
5) _____	13) _____	21) _____
6) _____	14) _____	22) _____
7) _____	15) _____	23) _____
8) _____	16) _____	24) _____

**COMMENTS - POSITIVE/NEGATIVE (IF INSUFFICIENT SPACE, USE BACK OF FORM)**

(X) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REPORT SUBMITTED BY:** (Y) \_\_\_\_\_

**DISTRIBUTION:** (Z) 1) Treasurer \_\_\_ 2) Event/Project File \_\_\_ 3) Awards Chair \_\_\_