

Rotary Club of Port Hope Event Cash Report

Use to account for and report revenues and expenses for projects or events for which you are in charge

Submitted By: _____ **Date:** _____

Event/Project: _____ **Date:** _____

REVENUES (Attach supporting detail that may be useful - especially next time)

Sales - tickets, admissions \$ _____

Sales - Other _____ \$ _____

Sales - Other _____ \$ _____

Other Revenue - (explain or attach details _____) \$ _____

Total Event Revenue \$ _____

Add: Advances (Total of any advances received to manage this project) \$ _____

(A) TOTAL TO ACCOUNT FOR \$

LESS: PAID EXPENSES

<u>Date (if applicable)</u>	<u>Type of Expense</u>	<u>(Attach list if space insufficient)</u>	\$
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

(B) TOTAL PAID EXPENSES \$

(C) PROCEEDS HEREWITH (A - B) \$

(attach cash, cheque in full)

LESS: UNPAID EXPENSES (List and attach invoices for payment by the Treasurer)

<u>Date (if applicable)</u>	<u>Payee</u>	<u>Type of Expense</u>	\$
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

(D) TOTAL UNPAID EXPENSES \$

(E) NET INCOME/LOSS ON THE EVENT (C - D) \$

Signed _____ Date _____