



SOUTHEAST TEXAS SUZUKI ASSOCIATION CHAIRMAN'S FINANCIAL REPORT

- Please fill out all applicable information within two weeks after the completion of the committee event.
- All income receipt forms, expense reimbursement forms (with appropriate receipts) and any other necessary paperwork must be submitted by the time you submit this report.
- Submit three copies of this report, one copy to the Treasurer, one copy to the President, and one copy to be filed in the chairman's notebook.
- Submit ALL student application forms to the Treasurer.
- Submit Chairman's Notebook to the next chairman, or to the President, if no future chairman is appointed at this time.
- No chairman's fees will be paid until the Treasurer and President have received all necessary items.

Date: _____

Committee Name: _____

Chairman's Name: _____

INCOME

_____ entries/application fees@ \$_____ eachTotal: \$_____

_____ entries/application fees@ \$_____ eachTotal: \$_____

_____ donations@ \$_____ eachTotal: \$_____

_____ other income@ \$_____ eachTotal: \$_____

_____ other income@ \$_____ eachTotal: \$_____

TOTAL INCOME:**Total: \$**_____

EXPENSES

Facilities fees/rentalTotal: \$_____

Equipment rentalTotal: \$_____

PhotocopyingTotal: \$_____

Accompanist feesTotal: \$_____

Clinician feesTotal: \$_____

RefreshmentsTotal: \$_____

Awards (trophies, medals, certificates)Total: \$_____

PostageTotal: \$_____

Office expenseTotal: \$_____

Other: _____ Total: \$_____

Other: _____ Total: \$_____

Other: _____ Total: \$_____

Other: _____ Total: \$_____

TOTAL EXPENSES:**Total: \$**_____

PROFIT/LOSS (income minus expenses)**Total: \$**_____