



# EVENT FINANCIAL REPORT



- Please fill out all applicable information within two weeks after the completion of the event.
- All income receipt forms, expense reimbursement forms (with appropriate receipts) and any other necessary paperwork must be submitted on or before the date 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 uploaded to the event folder in the STXSA Google drive.
- Submit ALL written application forms to the Treasurer. All signed release forms must be kept by STXSA.
- Upload all Event information to the event folder in the STXSA Google drive or send to the President for future event planning.

Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Team Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

Team Members: \_\_\_\_\_

## INCOME

\_\_\_\_\_ entries/application fees .....@ \$\_\_\_\_\_ each .....Total: \$\_\_\_\_\_

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\_\_\_\_\_ scholarship donations .....@ \$\_\_\_\_\_ each .....Total: \$\_\_\_\_\_

\_\_\_\_\_ general fund donations.....@ \$\_\_\_\_\_ each .....Total: \$\_\_\_\_\_

\_\_\_\_\_ workshop/event donations .....@ \$\_\_\_\_\_ each .....Total: \$\_\_\_\_\_

\_\_\_\_\_ family membership fees .....@ \$\_\_\_\_\_ each .....Total: \$\_\_\_\_\_

\_\_\_\_\_ teacher membership fees.....@ \$\_\_\_\_\_ each .....Total: \$\_\_\_\_\_

\_\_\_\_\_ other income .....@ \$\_\_\_\_\_ each .....Total: \$\_\_\_\_\_

\_\_\_\_\_ other income .....@ \$\_\_\_\_\_ each .....Total: \$\_\_\_\_\_

**TOTAL INCOME:** .....Total: \$\_\_\_\_\_

## EXPENSES

Facilities fees/rental .....Total: \$\_\_\_\_\_

Equipment rental .....Total: \$\_\_\_\_\_

Photocopying .....Total: \$\_\_\_\_\_

Accompanist fees.....Total: \$\_\_\_\_\_

Clinician fees.....Total: \$\_\_\_\_\_

Refreshments.....Total: \$\_\_\_\_\_

Awards (trophies, medals, certificates) .....Total: \$\_\_\_\_\_

Postage .....Total: \$\_\_\_\_\_

Office expense .....Total: \$\_\_\_\_\_

PayPal Fees.....Total: \$\_\_\_\_\_

Other: \_\_\_\_\_ Total: \$\_\_\_\_\_

Other: \_\_\_\_\_ Total: \$\_\_\_\_\_

Other: \_\_\_\_\_ Total: \$\_\_\_\_\_

Other: \_\_\_\_\_ Total: \$\_\_\_\_\_

**TOTAL EXPENSES:** .....Total: \$\_\_\_\_\_

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