SOUTHEAST TEXAS SUZUKI ASSOCIATION

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. Email to info@stxsa.org and treasurer@stxsa.org.
- Upload all Event information, income/expense forms, registrations, programs, photos, etc. to the event folder in the STXSA Google drive.

Date: _____

Event Name: _____

Team Leader: _____ Phone: _____

Team Members: _____

INCOME

_____ entries/application fees .....@ $_____ each .....Total: $_____
_____ entries/application fees .....@ $_____ each .....Total: $_____
_____ entries/application fees .....@ $_____ each .....Total: $_____
_____ entries/application fees .....@ $_____ each .....Total: $_____
_____ scholarship donations .....@ $_____ each .....Total: $_____
_____ general fund donations.....@ $_____ each .....Total: $_____
_____ workshop/event donations .....@ $_____ each .....Total: $_____
_____ other income _____ .....@ $_____ each .....Total: $_____
_____ other income _____ .....@ $_____ each .....Total: $_____
_____ other income _____ .....@ $_____ each .....Total: $_____
TOTAL INCOME: .....Total: $_____

(Do not include "in-kind" donations of goods and services with income)

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: $_____
Other: _____ .....Total: $_____
Other: _____ .....Total: $_____
Other: _____ .....Total: $_____
Other: _____ .....Total: $_____
TOTAL EXPENSES: .....Total: $_____

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