## Event Financial Report

Event:

Date:

Revenue:

Costs:

Net:

Completed by:

Instructions:

Please fill out this form when your event is over. If you have data for different forms of payment, such as cash, check, PayPal, credit cards, etc., feel free to write separate lines, but please also include a total. This form is not meant to replace a detailed budget or spreadsheet but helps us to track event net income or costs against our annual budget.

Please save this form to a PDF and send it to your executive liaison. Please also include it in your committee’s online Google drive account and your event or committee binder. Thank you!

Form last updated: February 11, 2017