

# Knights of Columbus Council 3928

## Event Report

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ Attendance: \_\_\_\_\_

Chairman: \_\_\_\_\_ Committee Members: \_\_\_\_\_

Number of Volunteers: \_\_\_\_\_ Estimated Man Hours: \_\_\_\_\_

### Cash Advance(s):

Reason: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

Reason: \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_

**Total Cash Advance(s):** \$ \_\_\_\_\_

### Revenue(s):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Revenue(s):** \$ \_\_\_\_\_

### Expense(s):

*Attach all receipts/contracts*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Expense(s):** \$ \_\_\_\_\_

### Recap

*Revenue(s) & Cash Advance(s):* \$ \_\_\_\_\_

*Less Cash Advance(s):* \$ \_\_\_\_\_

*Less Expense(s):* \$ \_\_\_\_\_

**Total Profit/(Loss):** \$ \_\_\_\_\_

Trustee Approval: \_\_\_\_\_

Effective 5/1/13