

INCOME AND EXPENSE REPORT

SPRING/FALL MEETINGS

DATE: _____

ACTUAL FINANCE REPORT

ACTIVITY: _____ PROJECTED ATTENDANCE: _____

LOCATION: _____

HOST CLUB: _____

CHAIRMAN: _____ CLUB PRESIDENT: _____

Address: _____ Address: _____

City: _____ City: _____

Phone: _____ Phone: _____

E-Mail: _____ E-Mail: _____

ACTUAL REVENUE:

Income based on # _____ @ \$ _____ \$ _____

Other Income

* Club Ways & Means \$ _____

* Club Opportunity Drawing \$ _____

Total Income \$ _____

ACTUAL EXPENSES:

District Registration (\$1.00 per reg) \$ _____

Facility Rental \$ _____

Morning Coffee \$ _____

Lunch \$ _____

Speaker (travel, fee, lunch) \$ _____

FFGC Officers (4 lunches) \$ _____

Program Printing \$ _____

Cleanup \$ _____

Decorations \$ _____

Table Favors (not necessary) \$ _____

Gifts for Head Table \$ _____

Equipment Rental (microphone, etc.) \$ _____

List Any Other Expenses (in detail) \$ _____

Total Expenses \$ _____

*Income from Club Ways & Means and Club Opportunity Drawing need not be listed UNLESS income realized was needed for shortfall.