

# Event Finance Report

Name of Event: \_\_\_\_\_  
 Coordinator: \_\_\_\_\_  
 Date(s) of event: \_\_\_\_\_

Revenue:	# of participants	Fee per:	Total
Minors		\$	\$
Adults		\$	\$
Other Fees/revenue (please list):		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
<b>Total Revenue:</b>			\$

**Expenses:**

Description of Expenses (i.e. Program Supplies)

	Cost
1	\$
2	\$
3	\$
4	\$
5	\$
6	\$
7	\$
8	\$
9	\$
10	\$
11	\$
12	\$
13	\$
14	\$
15	\$
16	\$
17	\$
18	\$
<b>Total Expenses:</b>	\$

**Total Revenue/Expense**      \$

**Explanation of any shortages or profits:**

**Explain any variance from the budget:**

Please submit this form to the service unit manager no later than two weeks after the event.