

POALH EVENT RECAP

EVENT: _____

CHAIRPERSON: _____ COMMITTEE MEMBERS: _____

DATE: _____

TIME: _____

WEATHER: _____

DAY OF WEEK: _____

BUDGETED EXPENSE: _____

BUDGETED REVENUE: _____

EXPENSES				PURCHASED BY
Where purchased	What purchased	Price	Total	
<i>Big Y</i>	<i>EXAMPLE 8- 1 gal tubs Valu Time Ice Cream</i>	<i>\$4.99</i>	<i>\$39.92</i>	Brian Bagnati

TOTAL EXPENSE _____

INCOME FROM: example 50/50 raffle _____

INCOME FROM: _____

INCOME FROM: _____

INCOME FROM: _____

INCOME FROM: _____

TOTAL INCOME _____

TOTAL PROFIT OR LOSS _____

Please attach all receipts to this form along with name and address of each person who needs to receive reimbursement so a check can be processed as quickly as possible.

NOTES FOR NEXT YEAR - use reverse if needed _____

ex: starting/ending time, amounts of items, attendance etc