

# Del Vets Expense Report

(For All Inhouse or Club Sponsored Events)

Function Name: \_\_\_\_\_

Date: \_\_\_\_\_

Group/Person in Charge: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**INCOME:**

# of People: \_\_\_\_\_

Ticket Sales: \$ \_\_\_\_\_ -

Bar Income: \$ \_\_\_\_\_ -

50/50 Raffles: \$ \_\_\_\_\_ -

Auction Income: \$ \_\_\_\_\_ -

Miscel. Income: \$ \_\_\_\_\_ -

Donations: \$ \_\_\_\_\_ -

Hall Security Deposit: \$ \_\_\_\_\_ - (Refundable)

Kitchen Deposit: \$ \_\_\_\_\_ - (Refundable)

**TOTAL INCOME:** \$ \_\_\_\_\_ -

**EXPENSES:**

Hall Rental: \$ \_\_\_\_\_ -

Bartenders: \$ \_\_\_\_\_ -

Entertainment: \$ \_\_\_\_\_ -

Caterer: \$ \_\_\_\_\_ -

Ticket Costs: \$ \_\_\_\_\_ -

Miscel. Food Costs: \$ \_\_\_\_\_ -

Decorations: \$ \_\_\_\_\_ -

Party Favors: \$ \_\_\_\_\_ -

Liquor/Beer/Wine Cost: \$ \_\_\_\_\_ -

Security: \$ \_\_\_\_\_ -

**TOTAL EXPENSES:** \$ \_\_\_\_\_ -

**TOTAL INCOME:** \$ \_\_\_\_\_ -

**TOTAL EXPENSES:** \$ \_\_\_\_\_ -

**PROFIT / (LOSS):** \$ \_\_\_\_\_ -

**ADDITIONAL NOTES:**

All monies to be turned over to the Bartender/s at the end of the function.

