

Del Vets Expense Report

(For All In-house or Club Sponsored Events)

Function Name: _____ **Date** _____

Group / Person

In Charge: _____ **Telephone #** _____

INCOME

Ticket Sales: \$ _____ (From Bar \$ _____ From Cash/Door \$ _____)

Bar Income: \$ _____

50/50 Raffles: \$ _____

Auction Income: \$ _____ (Explain _____)

Miscellaneous Income: \$ _____ (Explain _____)

Donations: \$ _____

TOTAL INCOME: \$ _____

EXPENSES

(any item that is donated, please use the word FREE on that line)

Hall Rental: \$ _____

Bartenders: \$ _____ (Who: ? _____ How Paid:? Cash / Payroll)

Security: \$ _____ (Who: ? _____ How Paid:? Cash / Payroll)

Entertainment: \$ _____ (Who: ? _____ How Paid:? Cash / Check# _____)

Caterer: \$ _____ (Who: ? _____ How Paid:? Cash / Check# _____)

Miscel. Cost: \$ _____ (Explain _____)

Liquor/Beer/Wine: \$ _____

Ticket Cost: \$ _____

Decorations: \$ _____

Party Favors: \$ _____

Return of Deposits: \$ _____

TOTAL EXPENSES: \$ _____

TOTAL INCOME: \$ _____

TOTAL EXPENSES: \$ _____

PROFIT / (LOSS): \$ _____

Instructions

Please print, if answer not known, say so or Best Estimate

Function Name and **Date** of the affair, i.e., Pig Roast / Baseball Beef & Beer / Swim Team Fund Raiser. Give the event or affair a name.

Group / Person in Charge and **Telephone** – person filling out this form and telephone number of that person in case there is a question.

Ticket Sales – total amount collected from all tickets / **From Bar** are tickets sold from the bar in the Post Lounge / **From Cash/Door** are tickets sold by members or collected at the door.

Bar Income - how much did the bar sell (check with Bartender or Post Accountant for this figure.

50/50 Raffles - total of all 50/50s or raffles.

Auction Income - if any type of auction is held (Chinese, Bidding, Silent) amount earned, please explain or comment on it.

Miscellaneous Income – Any money collected that doesn't fit into any other category (such as food sales), please explain or comment on it.

Donations – any money given for any reason,

Hall Rental – how much was the rental charge for the hall.

Bartenders – amount paid to the bartender(s), who were they and how paid? Circle answer.

Entertainment – what did entertainment cost / who or what was the entertainment (DJ or band Name) and how was it paid for.

Caterer – what did the caterer cost / who or what was the caterer or food source (business name or if Post provided the food, cost of) and how paid for.

Miscel. Cost – Miscellaneous cost, please explain or comment.

Liquor/Beer/Wine – cost of items sold across the bar, including soda.

Ticket Cost – Cost for making tickets.

Decorations – any decorations used during the affair (flowers, table center pieces, signs).

Party Favors - any items used during the affair (party hats, noise makers, confetti)

Return of Deposit – monies that are returned from security deposits.

TOTAL INCOME – all income lines added together

TOTAL EXPENSES – all expense lines added together

PROFIT / (LOSS) – Total Income minus Total Expense = Profit or (Loss)

Note – some items may require input from the Bartenders, Post Accountants or the Treasurer of the group holding the affair for amounts and/or check numbers.

If any item on the **EXPENSE** side of the form is donated, please indicate that by writing in the word **FREE** on that line.