**Income and Expense Report**

SPRING/FALL MEETINGS

**ACTUAL FINANCE REPORT** DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_

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.