**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.