



COUNCIL-SPONSORED EVENT FINANCIAL REPORT

Complete this form and return it to the Girl Scouts of Utah Pathways Coordinator within two weeks of completion of your Council-Sponsored Event.

Event Name: _____
 Service Unit: _____
 Event Director: _____
 Event Date: _____

Complete both sides of this report. Make a copy of this report and all receipts of income and expenses for the event. Send the original form and receipts to the GSU Program Manager.

<u>INCOME SUMMARY</u> (round to the nearest dollar)	<u>EXPENSE SUMMARY</u>
Balance from last event \$ _____	Extra insurance \$ _____
Event Registrations \$ _____	Printing, registration materials \$ _____
Financial Assistance \$ _____	Program supplies \$ _____
Activity Credits \$ _____	Food \$ _____
Other _____	Other expenses: (please list)
TOTAL INCOME \$ _____	_____ \$ _____
	_____ \$ _____
	_____ \$ _____
	_____ \$ _____
	_____ \$ _____
	_____ \$ _____
	TOTAL EXPENSES \$ _____

Subtract TOTAL INCOME from TOTAL EXPENSES. That leaves: \$ _____ BALANCE*

Our balance is: \$ _____ Being held in this account for next council sponsored event
 Being saved for day camp or service unit event.

_____ # of girls registered for event _____ # of girls attended event
 _____ # of adults registered for event _____ # of adults attended event

Please attach a list of all in-kind donations and donors and the value of their gift.

****ATTACH A COPY OF YOUR MOST RECENT BANK STATEMENT****

PERSON COMPLETING THIS COUNCIL SPONSORED EVENT FINANCIAL REPORT

Name: _____
 Address: _____ City: _____ State/Zip _____
 Phone: _____ Position in Service Unit: _____

Our SU event funds are banked at (name of financial institution): _____
 Name of all three signatures on bank card: _____
 Name of the two authorized signatures on bank checks: _____

