



COUNCIL-SPONSORED EVENT FINANCIAL REPORT

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

Event Name: _____

Community Leadership Team: _____

Event Representative: _____

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 Coordinator.

<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 Community Leadership Team 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 Community Leadership Team: _____

Our 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: _____

This report is created in both a Microsoft Word and Microsoft Excel format. You can request the form be emailed to you by sending an email to Girl Scouts of Utah with the subject line reading Council-Sponsored Event Financial Report form request on a computer or use this hard copy and complete the form. You can use this form throughout the year to track your event expenses. If you use other software programs such as Quicken or other financial tracking software and can print a form that provides the same kind of information, you can attach that report directly instead of hand transferring the information to this form.

The **Council-Sponsored Event Financial Report** is a complete accounting of all income and expenses of the Community Leadership Team Council Sponsored Event (i.e., income from registrations, assistance), and expenses of the event (i.e., snacks, patches, equipment, transportation costs, program supplies, insurance fees, building rentals). Be prepared to produce original receipts, cancelled checks, bank statements, and any other back-up documentation for this report. Copies of your receipts need to be available for one (1) calendar year following the submission of this report and the original receipts to GSU.

Date	Item	Receipt #	Income	Expenses	Balance
10-1-03	Balance from previous event (EXAMPLE)	1	\$50		\$50
10-15-03	Registration Income 100 girls @ \$5 each (EXAMPLE)	2	\$500		\$550
10-21-03	Patch Order (EXAMPLE)	3		\$45.53	\$504.47
	<i>(use additional page if necessary)</i>				
TOTALS					

Signature of Event Representative: _____ Date: _____

Signature of Volunteer Community Representative: _____ Date: _____