



End-of-Year/Event Financial Report

Date Submitted	
Committee Name	
Chair Name, email and phone	
Co-Chair Name, email and phone	
Committee Members	

The following items are attached to this form or have been forwarded to the Executive Board electronically.

<u>Items</u>	<u>Hard Copy</u>	<u>Electronic</u>	<u>Not Applicable</u>
List of all sponsorships and donations received. To include donor contact info and amounts or value/description for in-kind donations.			
List of all expenses. To include vendor contact info, amount paid or to be paid, and invoice copies.			
List of all other income amounts (ticket sales, registrations, raffles, day of cash donations, etc.).			
Completed financial report. *			

Financial reports are typically submitted in spreadsheet form. If you need assistance, please contact an Executive Board member. A sample template is available.