



Event Finance Report - Final

Directions: Complete the form below, attach a copy of your most recent bank statement and submit to your Service Unit Director within 45 days of the end of the event. Failure to do so could result in denial of any future event approvals.

NAME OF PERSON COMPLETING THIS FORM				DATE OF THIS REPORT					
TROOP NUMBER				SERVICE UNIT NAME					
NAME OF EVENT				DATE(S) OF EVENT					
INCOME						EXPENSE		PROFIT	
PARTICIPANT FEES	\$	MONEY FROM OTHER SOURCES	\$	TOTAL INCOME	\$	TOTAL EXPENSES	\$	TOTAL PROFIT	\$
DETAILED EXPENSES									
FOOD/BEVERAGE		\$			RENTAL OF SPACE		\$		
PROGRAM SUPPLIES		\$			RENTAL OF EQUIPMENT		\$		
COPY AND PRINT CHARGES		\$			ADDITIONAL INSURANCE		\$		
THANK YOU		\$			OTHER EXPENSE		\$		
RECOGNITIONS		\$			OTHER EXPENSE		\$		
TROOP OR SERVICE UNIT BANK ACCOUNT INFORMATION									
BANK NAME				STREET ADDRESS					
ACCOUNT NUMBER				CITY, STATE, ZIP					
TROOP OR SERVICE UNIT TREASURER				AMOUNT IN ACCOUNT AT THE TIME OF THIS					
SIGNATURES OF PERSONS WHO SIGNS CHECKS		1			2			3	
HOW DOES THE TROOP OR SERVICE UNIT PLAN TO SPEND THE PROFIT:									