



Submittal Date: _____

Event Date(s): _____

EVENT BUDGET REQUEST

Event _____
 Event Chairman _____
 Event Co-Chairman _____

	EXPENDITURES	Amount Budgeted
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

	INCOME	Amount Budgeted
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

	TOTAL EXPENDITURES	
Chairman's Signature	TOTAL INCOME	
	BUDGETED PROFIT \ LOSS	
Date Approved		

The event chairman\co-chairman is responsible to submit to the Executive Board for approval a complete budget of projected expenses and revenues no less than 30 days prior to any financial commitment and update the treasurer monthly upon the budget being approved.

ANY QUESTION CONTACT THE TREASURE FOR CLARIFICATION



Request for Funds

Requested by: _____

Event or Budgeted Item _____

Payable To: _____

Date Requested: _____

Amount Requested: _____

Attach ALL receipts, quotes, invoices, or description of purchase.

	PURPOSE	AMOUNT
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____

Total _____

Signature of Chairperson: _____

Signature of Treasure: _____

Check Date: _____

Check # _____

NO CHECKS WILL ISSUED WITHOUT THIS COMPLETED FORM, PROPER ATTACHMENTS AND SIGNATURES.

ANY QUESTION CONTACT THE TREASURE FOR CLARIFICATION



Submittal Date: _____

Date Approved: _____

EVENT FINANCIAL REPORT

Event _____ Event Date(s): _____

Event Chairman _____

Event Co-Chairman _____

	EXPENDITURES	Actual
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

	INCOME	Actual
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

	Budgeted	Actual	PROFIT \ LOSS
TOTAL EXPENDITURES	_____	_____	_____
TOTAL INCOME	_____	_____	_____

Treasurer's Signature

Chairman's Signature

A final financial report of all events\projects\activities is to be submitted to Treasurer or Executive Board within 30 days of listed event by the event Chairman.

ANY QUESTION CONTACT THE TREASURE FOR CLARIFICATION