

**GIRL SCOUTS OF OTAHKI COUNCIL, INC.
PROGRAM EVENT FINANCE SUMMARY**

Beginning Bank Balance prior to event: \$ _____

INCOME:

Fees paid by cash/check

Girls..... \$ _____

Adults..... \$ _____

TOTAL..... \$ _____

Fees paid by cookie bucks \$ _____

Other (t-shirt; pictures; patches)..... \$ _____

Donations \$

TOTAL INCOME: \$ _____

EXPENSES:

Food..... \$ _____

Program Supplies/Crafts \$ _____

Patches..... \$ _____

T-Shirts \$ _____

Property Usage Fees..... \$ _____

Additional Insurance \$ _____

Transportation..... \$ _____

Other (list)..... \$ _____

TOTAL EXPENSES..... \$ _____

TOTAL INCOME MINUS TOTAL EXPENSES \$ _____

ENDING BANK BALANCES AFTER THIS EVENT \$ _____

All receipts and deposit tickets must be attached to this report and returned to your Membership Specialist or the Service Center within **one month** following this event. Service Unit checkbooks must be submitted to the Service Center **no later than** December 1st for audit.

Comments _____

Event Coordinator Signature _____

Financial Manager Signature _____

Date Submitted _____

