



**OUR LADY OF THE LAKES PARISH
EVENT/FUNDRAISING FINAL REPORT**

Organization _____ **Date** _____

INCOME

Event Proceeds	
Sales	
Donation	
Other income	

Start-up money	

Sponsorship	

EXPENSES **All receipts must be attached.*

Site	
Tent	
Tables/chairs	
Grills	
Hall Rental	
Cleaning supplies	

Entertainment	
DJ	
Band	
Photography	

Office supplies	
Envelopes	
Stamps	
Program	
Photo copying	

Refreshments	
Food	
Drink	
Paper Products	

Advertising	
Town Flyer	
Newspaper	
TV/Radio	
Flyers	
Signs	
T-shirts/clothing	
Graphic design	

Decorations	
Banners and signs	
Balloons	
Flowers	
Table decorations	

Prizes	
Baskets	
Bags	
Ribbons	
Thank you gifts	
Certificates	

***Have all receipts been attached?** _____

TOTAL INCOME	
TOTAL EXPENSES	
TOTAL PROFIT	

Organization Representative