

SME Event Financial Report

To: _____

Date: ____ / ____ / ____

SME Treasurer

The following report is submitted for funds generated from an event that should be recorded by the account distribution listed below.

Event: _____
 Event Date: ____ / ____ / ____
 Number Attending: _____

Event Remarks:

Interests:

Comments by Event Chair:

	Event Count	Amount	Chk
B i l l s	100's		
	50's		
	20's		
	10's		
	5's		
	2's		
	1's		
C o i n s	Dollar		
	Half-Dollar		
	Rolled Qtrs		
	Loose Qtrs		
	Dimes		
	Nickels		
	Pennies		
D o	Cash Donations		*
	Checks/ATM		**
Sub-Total			
Cash Bank (minus)			
Total Revenue			***

Counted by: _____ Date: ____ / ____ / ____

Witness: _____ Date: ____ / ____ / ____

Revenue Distribution	Amount	Remarks
Newsletter Advertisements Revenue		
Web Site Advertisement Revenue		
Breakfast/Lunch/Dinner/Presentation Revenue		
Cash Donations (list names on back) Revenue		
Split-the-Pot Revenue		
Golf Outing Revenue		
Cook-out Revenue		
Other Event Revenue - list below:		

Note to Volunteer: _____ **Total:** _____ ***

Money should only be counted by someone 21 years or older and witnessed/signed by one additional adult before you leave. Keep track of the different department sales listed above. Write in any additional sales not listed by department. Make sure that both totals balance. Turn money into Treasurer as soon as possible the next day. The longer it sits around, the more chance of it being lost or stolen. Put the money in a money bag or plastic bag.

Received by: _____
 SME Treasurer

Date: ____ / ____ / ____

* List Cash Donations on back
 ** List checks/ATM on back
 *** Balance

Thank you Volunteers !

Confidential