

Wrap-up Sheet for The Villages Parrot Heads

Activities/Events

Event: _____ Date: _____

Chair: _____ Phone: _____

Place of Event: _____ Time: _____

Income:

Number and price of tickets sold _____

Other income (list) _____

TOTAL INCOME: _____

Expenses:

Room Rental: _____

Printing: _____

Food: _____

Decoration: _____

Entertainment: _____

Misc. List:

TOTAL EXPENCES: _____

PROFIT/ LOSS _____

Attach all receipts for incurred expenses.

List all member volunteers along with the number of days /hours worked on a separate sheet of paper and attach to this report. Email this list to the Human Resource Trustee no later than the last day of the month following the event.

List all receipts paid for by The Club prior to the event: