

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 EXPENSES: _____

PROFIT/ LOSS _____

Attach all receipts for incurred expenses.

Inventory all unused items (napkins, plates, decorations etc.) and give the report and items to the EXCOMM member in charge of your event.

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 30 days following the event.

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