



Girl Scouts of Southeastern Michigan

Community Event Financial Report

Report of all event financial transactions: to report out changes in the Community Event financials and to turn in remaining funds. Submit to the Community Finance Coordinator no later than 2 weeks after the event takes place.

Event Name: _____

Event Date: _____ Time: _____

Event Organizer Name: _____

Email: _____ Phone: _____

| Income | Actual Amount |
|-------------------------|---------------|
| Total Fees Girl | |
| Total Fees Adult | |
| Total Fees Program Aide | |
| Other: | |
| TOTAL INCOME | |

| Expenses | Actual Amount |
|--------------------------|---------------|
| Girl Journey Book | |
| Badge/Patch | |
| T-shirt | |
| Food | |
| Supplies | |
| Venue Fee | |
| Professional Service Fee | |
| Rental Equipment | |
| Additional Insurance | |
| Other: | |
| Contingencies (10%) | |
| Eventbrite Fees | |
| TOTAL EXPENSES | |

| | |
|-----------------------------------------------------------|--|
| Total Income MINUS Total Expenses (NOT a negative) | |
|-----------------------------------------------------------|--|

All expenses have been paid: Yes No If no, what is outstanding and why? (Use separate sheet)

Requesting Reimbursement(s): Yes No If yes, receipts must submitted with a completed *Community Bank Account Fund Request form*.

Turning in remaining/unused funds with this form: Yes No If yes, amount \$ _____

****All receipts, supporting documents, and remaining/unused funds must accompany this form.**

Community Finance Coordinator Use Only: Date Received: _____ Date Processed: _____

Notes: _____