



DELANEY COUNCIL FUNCTION FINAL EXPENSE REPORT



Event Title			No. of Brothers	
Actual Event Date			Hours Involved	
Location				

Reporting Chairman			
Council Activities	() Catholic	() Family	
	() Community	() Council	
	() Youth	() 300 Club/ Other	

Income Section		
Cost Per Person		
Number of Paying		
Number of Non-Paying		
Total Ticket Income		
Raffle Income		
Miscellaneous Income		
Total Income		

Expense Section		
	Description of Item	Amount
Cash Advance from Council		
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		
Total Expenses		

Total Income	
Total Expenses	
Net Profit/Loss	

Trustees Sign Off	
Financial Secretary	
1Yr Trustee	
2Yr Trustee	
3Yr Trustee	

GENERAL:
RECEIPTS ARE TO BE ATTACHED TO YOUR EXPENSE REPORTS FOR ALL EXPENSES. A detailed bill or invoice is required for all expenditures.