

EVENT / ACTIVITY REPORT

Please attach COPIES of all receipts and expenditures to this report. Place all ORIGINAL receipts in the specified drawer in the church office.

DATE OF EVENT	MINISTRY NAME		
DESCRIPTION OF EVENT:			
ANTICIPATED # OF ATTENDEES:		ACTUAL # OF ATTENDEES:	
METHOD OF PAYMENT: (CHECK ALL THAT APPLY) AMEX [] VISA [] CHECK [] CASH []			

ITEMIZED EXPENDITURE/ RECEIPTS:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total expenditure	\$ _____
Budget (if applicable)	\$ _____
Surplus / (Deficit)	\$ _____

Additional notes: (use back for additional space if needed)

Thoughts for next time: (use back for additional space if needed)
