

St. Denis—St. Columba School
Parent School Association

Event Summary and Financial Accounting Report

Event Date: ____/____/____ Day: _____ Time: From ____:____ To ____:____

Event Title: _____ Weather Day of Event: _____

Chairperson: _____ Co-Chair: _____

Committee Volunteers: minimum # recommended _____ actual # had _____

Volunteers: _____

Approximate Time Frame to prepare for Event: ____ Months ____ Weeks ____ Days ____ Hours

Notes/Comments/Tips: _____

Vendors used: _____

____/____/____ Thank you's given/sent to vendors that volunteered their services
and/or donated supplies to the event.

Event Financial Summary:

\$____,____.____ Income
\$____,____.____ Less Expenses
\$____,____.____ Less Vendor Payments
\$____,____.____ Other _____
=====
\$____,____.____ Net Profit or <Loss>
=====

Cash Advance Returned:
\$____.00 ____/____/____
By: _____

Attachments:

- Expense Reimbursement Form
- Deposit Slip for Event Income
- Deposit Slip for Cash Advance being returned

***“Event Summary and Financial Accounting Report” with the above checked attachments
and receipts are to be submitted to the PSA Treasurer within two weeks of the event.***