

St. Regis Knights of Columbus - Council # 4651 - Activity Report

<u>Function :</u> _____	<u>Meeting Date :</u> _____	<u># Attended :</u> _____	<u>Man Hrs :</u> _____
<u>Event Date :</u> _____	<u>Meeting Date :</u> _____	<u># Attended :</u> _____	<u>Man Hrs :</u> _____
<u>Chairman :</u> _____	<u>Meeting Date :</u> _____	<u># Attended :</u> _____	<u>Man Hrs :</u> _____

<u>Price of Tickets :</u> _____	<u>Place :</u> _____	<u>Event Hours :</u> _____
<u>Attendance :</u> _____	<u>Tickets Sold :</u> _____	<u># Volunteers :</u> _____
<u>Open Bar :</u> _____	<u>Pay Bar :</u> _____	<u>Event Man Hrs :</u> _____

(please remember to include prep time in Event Man Hrs)

Committee : _____

INCOME

Seed Money : _____

Tickets : _____

Raffles : _____

Donations : _____

Other : _____

TOTAL INCOME : _____

EXPENSES

Seed Money : _____

Hall Rental : _____

Food : _____

Liquor : _____

Entertainment : _____

Decorations : _____

Utensils : _____

Advertising : _____

Raffles : _____

Printing : _____

Other : _____

TOTAL EXPENSES : _____

PROFIT / LOSS

Total Income : _____

Minus Total Expenses : _____

NET PROFIT / LOSS (Plus or Minus) : _____

TOTAL MAN HOURS

Meetings : _____

Event : _____

TOTAL MAN HRS : _____

(PLEASE SAVE AND SUBMIT ALL RECEIPTS)

Signed : _____ Chairman

Comments : _____
