

# 2017.2018 ST. JAMES THE APOSTLE PARISH FINAL INCOME/EXPENSE REPORT

## Final Event Income

Ticket Sales:	\$	-----
Merchandise Sales:	\$	-----
Fees Collected from Participants:	\$	-----
Monetary Donations:	\$	-----
*Value of In Kind Donations:	\$	-----
Other Money-Earning Activities:	\$	-----
_____:	\$	-----
_____:	\$	-----
_____:	\$	-----
_____:	\$	-----
.....		
<b>Total Income:</b>	<b>\$</b>	<b>-----</b>

*\*Please list the in-kind donations received, the value of the in-kind donation and the donor name and address. (Use back side of this form if more room is needed.)*

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## Final Event Expense

Food:	\$	-----
Beverages:	\$	-----
Decorations:	\$	-----
Awards and Prizes:	\$	-----
Advertising:	\$	-----
Copy/Printing:	\$	-----
Space Rental:	\$	-----
Equipment:	\$	-----
Postage/Mailings:	\$	-----
Other Material Costs:	\$	-----
**Other Miscellaneous Expenses:	\$	-----
_____:	\$	-----
.....		
<b>Total Expenses:</b>	<b>\$</b>	<b>-----</b>
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<b>Ending Balance:</b>	<b>\$</b>	<b>-----</b>

*\*\*Please specify the type of miscellaneous expenses (Use back side of this form if more room is needed.)*

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**This final report with actual amounts must be submitted to the Ministry Center within 72 hours after the event, along with any remaining funds and bills to be paid. Original receipts for all expenses must be attached.**

