

INLAND LAKES UNITY AREA

Activities Report Form

Chairperson: _____

Report Date: _____

Function Location: _____

Function Date: _____

EXPENSES:

Facility _____

Entertainment: _____

Soda, water, etc., purchased _____

Previous soda, water inventory _____

Ice: _____

Coffee, tea, etc.: _____

Cups, sugar, utensils, etc: _____

Decorations: _____

Supplies: _____

Raffle/auction items: _____

Literature: _____

Food: _____

Flyers _____

Other: _____

Total Expenses _____

INCOME:

Door: _____

Raffle: _____

Auction: _____

Soda, water, etc., sold _____

Soda, water, etc., remaining _____

Coffee, tea, etc., donation: _____

7th Tradition: _____

Other: Glow stick sales _____

Other: _____

Total Income _____

Total Income _____

Amount turned in: _____

Less Total Expense _____

Date turned in: _____

Equals net profit/loss _____

Activities Chair _____

Treasurer _____