

OLPH WOMEN'S CLUB EVENT - FINANCIAL SUMMARY

NAME OF EVENT _____
DATE OF EVENT _____ GUILD # _____

REVENUE:

PROVIDE AN ITEMIZED LISTING OF ALL CASH/CHECK RECEIPTS \$ _____

PROVIDE AN ITEMIZED LISTING OF NET SQUARE SALES (if used) \$ _____ (B)

PROVIDE AN ITEMIZED LISTING OF EVENTBRITE SALES (if used) \$ _____ (C)

TOTAL REVENUE \$ _____

EXPENSES:

PROVIDE AN ITEMIZED LISTING OF ALL COSTS \$ _____

TOTAL EXPENSES \$ _____

NET PROFIT (LOSS) \$ _____ (A)

Amount Due to OLPH Women's Club (A)-(B)-(C) \$

SALES TAX (if applicable):

Total Sales on Taxable Items (i.e. wine/beer sales, etc.) \$ _____

Total Sales Tax Payable (9.750%) \$ _____*

**This amount will be remitted by OLPH Women's Club from event net proceeds.*

SUMMARY/COMMENTS:

Include recommendations, highlights, areas of concern, etc. regarding the planning and outcome of the event.

FINANCIAL SUMMARY PREPARED BY: _____ DATE _____

Please submit to Julie McShane, 1430 Overlook Dr., Golf, IL 60029
Or olphwctreasurer@gmail.com