



FINANCIAL SUMMARY

For Guild Event

2025-2026

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)

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

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 Ann Demand
Ann Demand, OLPH Women's Club 1775 Grove Street, Glenview, IL 60025 or OLPHWCTreasurer@gmail.com.