

SANDY BEACH YACHT CLUB

Party/Financial Report

Side "A"

EVENT: _____ DATE: _____

CHAIRMAN: _____

ATTENDANCE (Members): _____ (Non-members) _____

CHARGE: _____ people @ \$ _____ /per person

_____ Children \$ _____ /per child \$ _____

Door Prize: _____ \$ _____

Misc. Income: _____ \$ _____

TOTAL INCOME: \$ _____

EXPENSES: DECORATIONS:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

ENTERTAINMENT:

_____ \$ _____

_____ \$ _____

FOOD:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Miscellaneous (from side B) \$ _____

TOTAL EXPENSE: \$ _____

PROFIT/LOSS: \$ _____

Submit Side A to the Entertainment chairman. **Submit proceeds and a copy of Side A to the**

Club Treasurer. The above information is requested to assist in planning future activities.

Please add any additional information to Side B, which may be helpful and include it in the

Chairman's Book.

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Party/Financial Report

Side "B"

Instructions for committee chairman

- Confirm the party dates with the entertainment chairman and club secretary
- Keep records of all expenses.
- Complete and send Side A to the treasurer and entertainment chairman.
- Complete Side B and enter in the chairman's book with copies of bills attached.
- Completed Side A should be sent to the entertainment chairman within one (1) week following the event.
- **Submit all proceeds to the club treasurer.**

Committee report for _____ party

Chairman _____ Date: _____

Committee: _____

Details of Miscellaneous Expenses:

Tablecloths (Rent / Clean / Buy)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total (transfer to Side A)	\$ _____

Add additional pages if needed

Comments and Recommendations: _____

