

KATY ELKS LODGE 2628 – EVENT FORM

Income credited to Account # _____ Expenses charged to Account # _____

Program/Event Name: _____

Date of Event: _____

Turn-in of Event Form and money is due within 10 days of event

Head Count of Participants _____

Elks participating: _____ Non-Elk participating: _____

Total Elk hours working event: _____ Non-Elk working event: _____

Total Elk Miles: _____ Non-Elk Miles: _____

EVENT ACCOUNTING

Credit Card Income: _____

Cash and Check income: _____

Total Income: _____

Less Lodge Advance: _____

Less Member Funds: _____

Gross Income: _____

Less Expenses: _____

Net income: _____

10% to lodge turn-in: _____

Lodge Advance turn-in: _____

Net Event turn-in: _____

Notes/comments:

Prepared by:

Secretary Signature and Date

All fund raising events will make a donation of 10% of the net income to the lodge to defray the cost of utilities. List expenses on back, attach all expense receipts.