

St. Matthew Activities and Events

Financial Reporting Form-If Money Enclosed, put in Safe

To be used for events where money is received on behalf of the St. Matthew Activity or Event.

First page required for all events. Page 2 Required if Church Treasurer Function is used.

Individuals should keep records of their individual donations to this event.

Number of People Attending if Known: _____

Date this report given to Treasurer: _____
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Activity or Event: _____ Date: _____

I. Funds Received - (cash counted and signed off by two individuals)	Amount		
	Cash	Check	Charge/PayPal
A. Free Will Offering	\$ _____	\$ _____	\$ _____
B. Donations/Sponsorships	\$ _____	\$ _____	\$ _____
C. Ticket Sales	\$ _____	\$ _____	\$ _____
D. Concession/Food Sales	\$ _____	\$ _____	\$ _____
E. Sales Revenue/Fundraising Revenue	\$ _____	\$ _____	\$ _____
F. Game Revenue	\$ _____	\$ _____	\$ _____
G. Amounts from Other Groups	\$ _____	\$ _____	\$ _____
H. Thrivent Cards/Donations	\$ _____	\$ _____	\$ _____
I. _____	\$ _____	\$ _____	\$ _____
J. _____	\$ _____	\$ _____	\$ _____
Funds Received - Grand Total	\$ _____	\$ _____	\$ _____

II. Funds Used	
<i>If Church Treasurer Function utilized for expenses, all Funds Received must be deposited in Church account and Page 2 must be completed. Excess Funds Received must be turned over to Church or sponsoring organization.</i>	
A. Deposited in Church account with Church Treasurer/Finance Secretary	\$ _____
B. Deposited in sponsoring organization's St. Matthew account	\$ _____ Name: _____
C. For Lenten Suppers and Advent Dinners only, list amounts that were used to reimburse expenses before depositing the excess. List names/expenses. Do not list items that will be reimbursed by the Church Treasurer; list those expenses on Page 2.	
1	\$ _____
2	\$ _____
3	\$ _____
4	\$ _____
D.	\$ _____
Thrivent Cards-how used?	\$ _____
Funds Used - Total (should agree to total funds received)	\$ _____
Excess: If the Funds Received Exceed the Funds Used by Individuals for Lenten and Advent Dinners, please provide balance to Treasurer/Finance Secretary for Deposit.	

Signed by two individuals of the group: _____

Approved by Board of Evangelism and Parish Services (BOEPS): _____

III. Expenses of the Event - may attach a detailed expense report WITH THE SAME INFORMATION.

Use Check Requisition Form and Attach Receipts if any reimbursements are requested.

Individuals should keep records of their individual donations to this event.

<u>Description</u>	<u>Name</u>	<u>Amount</u>	<u>Have Receipt? Y/N</u>
		\$	
Food Expenses		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
Supply Expenses		\$	
		\$	
		\$	
		\$	
Other Fundraising Expenses		\$	
		\$	
		\$	
Meeting Expenses		\$	
Game Expenses		\$	
		\$	
		\$	
Marketing Expenses		\$	
		\$	
		\$	
Fees		\$	
Expenses Reimbursed by another Account:		\$	
		\$	
Total Expenses		<u>\$</u>	

IV. SUMMARY

Total Funds Received (should agree to Item I Total)	\$	
Less: Total Expenses (should agree to Item III Total and any expenses from Item II)	\$()
Balance for Event	<u>\$</u>	

Approved by Board of Evangelism and Parish Services (BOEPS): _____