HASA Event Income & Expense Report

(Attach additional sheet if necessary)

Club/Committee Name: _____

Event Description: _____

Date of Event: _____

Income:

Items Sold/Donated (Sponsors)	Selling Price/ Amt. Donated	Qty	Total
Total Income:			

Expenses:

Items Purchased (receipts required)	Cost Per Item	Qty	Total
Total Expenses:			
Net Income/Loss (income minus expenses):			

List of Volunteers	Task(s)	Hrs. Worked

Summary of Event (pros, cons, changes needed, suggestions for improvement):

Chair Signature _____ Date _____

Treasurer Signature _____ Date _____

President Signature _____	Date _____