

# 1U-Sponsored Activity Revenue and Expense Report

Please complete this form and submit it (in person), with the envelope containing the **total revenue** to the Church Administrator, no later than one week after the activity. All receipts or copies thereof must be submitted with this report.

<b>Activity</b>			
<b>Date</b>			
<b>Activity Coordinator(s)</b>			
<b>Contact Info</b>	Phone:	Email:	

## REVENUE

	Cash	Checks	Total for Rows
Cash Advance:			
Outright Donations:			
Food & Drink Donations:			
Miscellaneous:			
Ticket Sales:			
<b>Total for Columns</b>			

## EXPENSES

Item Description	Amount	Receipt Attached?
<b>TOTAL</b>		

Total REVENUE		Date Submitted	
<b>Subtract</b> Total EXPENSES		Submitted By	
<b>NET REVENUE</b>		Verified By	