



Girl Scouts of Northern California
 With offices in: Chico, Eureka,
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 Redding, San Jose,
 Santa Rosa, Ukiah & Yreka.
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Financial Report for Events

Use before AND after
events

Name of Event

Date of Event

Service Unit Name or Number

Number and Grade level of girls served

Date form completed _____ Estimated Budget Final Report

Budget information must be submitted to Service Unit Director/Program Support Manager before publicizing the event. The final report with actual amounts must be submitted to the service unit within two weeks after the event, along with any remaining funds and bills to be paid. Original receipts for all expenses must be attached.

EVENT INCOME/EXPENSE STATEMENT

Event Income

	Estimated Budget	Actual
Donations/Community Contributions:	\$ _____	\$ _____
Fees Collected from Participants:	\$ _____	\$ _____
Other Money-Earning Activities:	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Money Contributed by Service Unit	\$ _____	\$ _____
Total Income	\$ _____	\$ _____

Event Expenses

Postage and Mailings:	\$ _____	\$ _____
Copy/Printing Costs:	\$ _____	\$ _____
Program and Training Supplies:	\$ _____	\$ _____
Site Rental/Maintenance Costs:	\$ _____	\$ _____
Equipment Purchases/Maintenance:	\$ _____	\$ _____
Service Projects:	\$ _____	\$ _____
Awards and Recognitions:	\$ _____	\$ _____
Donations (to others):	\$ _____	\$ _____
Insurance:	\$ _____	\$ _____
Recruitment:	\$ _____	\$ _____
Other Misc. Expenses (please specify):	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____
Ending Balance	\$ _____	\$ _____