

(Revised November 9, 2022)

**TVCA ACCOUNTING FORM: (needs to be submitted to office within 5 days of the event)**

**Receipts MUST BE ATTACHED**

DATE OF EVENT: \_\_\_\_\_ Date Form is Submitted: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

EVENT GROUP & CHAIRPERSON: \_\_\_\_\_

**INCOME:**

Number of Tickets Sold \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Misc Sales (food, crafts, etc) \$ \_\_\_\_\_

Chance Drawing \$ \_\_\_\_\_

Donations/Cash \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**Total Sales** \$ \_\_\_\_\_

**EXPENSES:**

Hall Rental (if applicable) \$ \_\_\_\_\_

Entertainment \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Misc \$ \_\_\_\_\_

**TOTAL EXPENSES:** \$ \_\_\_\_\_

**SUMMARY:**

**SALES \$ \_\_\_\_\_ – EXPENSES \$ \_\_\_\_\_ = PROFIT TO EVENT ACCT \$ \_\_\_\_\_**

Signature of Person Submitting Form: \_\_\_\_\_

Received in Office by: \_\_\_\_\_ Date: \_\_\_\_\_