

## *Event Summary Form*

**Event Name and Date:**

**Income Details:**

Check Total (Accounting form) \_\_\_\_\_

Cash Total (Accounting form) \_\_\_\_\_

**Total Income** \_\_\_\_\_

**Expenses:**

Total from all Expense Accounting Report Forms \_\_\_\_\_

Other: \_\_\_\_\_

**Total Expenses** \_\_\_\_\_

**Income from Event (Total Income Less Total Expenses)** \_\_\_\_\_

**Additional Source of Proceeds:**

Donations (Donations Summary Report) \_\_\_\_\_

Activity Proceeds (Silent Auction, Drawings) \_\_\_\_\_

**Total - Additional source of Proceeds** \_\_\_\_\_

**Total Proceeds from Event  
(Add Total Income to Additional Sources of Proceeds)** \_\_\_\_\_

Reminder: Please forward a copy of all completed forms including this report to the Activities Chairperson.

Please provide your thoughts on the success of the Event. We appreciate any information that would be helpful to future events.

Thank you for your hard work and dedication to the Greater Muskegon Woman's Club!