



Girl Scouts of Northern California  
 With offices in: Chico, Eureka,  
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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	\$ _____	\$ _____
<b>Total Income</b>	\$ _____	\$ _____

### 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):	\$ _____	\$ _____
<b>Total Expenses</b>	\$ _____	\$ _____
<b>Ending Balance</b>	\$ _____	\$ _____