



Summary of Event

DATE:
 TO: Jayne Janda-Timba: jjanda-timba@rickengineering.com
 FROM: (APWA Organizer of Event)
 PHONE NUMBER: EMAIL:
 EVENT: (Name of Event)
 DATE OF EVENT: NUMBER OF ATTENDEES:
 VENUE:
 *Attach Flyer
 (Short description of event)

Identify Cost Structure if not on flyer:

Accounting Summary

Income:

Income	Amount	Cash, Check, Square, Online Payment	Comments
1.			
2.			
3.			
4.			
5.			
Total Income	\$	N/A	

(See Page two for more room)

Expenses: *(Include all copies of receipts/invoices/contracts (correspondence with APWA National regarding contract language, if applicable). Receipts must be itemized.)*

Expenses (Itemize all Expenses)	Amount	Make check(s) payable to:	Comments
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total Expenses	\$	N/A	

(See Page two for more room)

Cash at Door? Amount: \$ _____

Cash Included, or

Grand Total: \$ _____ Profit or (Loss)

Cash given to venue to offset expenses

(Circle one)

To Be Completed By APWA Treasurer

APWA Treasurer Codes:
 Expenses: _____
 Income: _____

Total Income: \$ _____
 APWA National – Credit Card Transaction Fee (-): \$ _____
Total Income: \$ _____



Summary of Event

Income:

Income	Amount	Cash, Check, Square, Online Payment	Comments
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
Total Income including Pg. 1	\$	N/A	

Expenses: *(Include all copies of receipts/invoices. Include itemized receipts.)*

Expenses (Itemize all Expenses)	Amount	Make check(s) payable to:	Comments
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
Total Expenses including Pg. 1	\$	N/A	

To Be Completed By APWA Treasurer

APWA Treasurer Codes:
 Expenses: _____
 Income: _____

Total Income: \$ _____
 APWA National – Credit Card Transaction Fee (-): \$ _____
Total Income: \$ _____