

# Financial Reporting Form for GCU Lodges & Districts

*To be submitted within 1 month after an approved activity*

**Lodge or District holding the event:** \_\_\_\_\_

**Your Name and Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Your Phone Number:** \_\_\_\_\_

**Your Email Address:** \_\_\_\_\_

**Name of Event :** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

*(Please use this format: xx-xx-xxxx)*

## **For Special Event Subsidy (spectator event)**

**Attendees:** GCU Members \_\_\_\_\_ Non-GCU Members \_\_\_\_\_

Cost/Attendee \_\_\_\_\_ *\*this report must be accompanied by registration cards from event*

### **Income:**

Income from Ticket Purchase/Donations \_\_\_\_\_

Amount of Grant Already Received + \_\_\_\_\_

Total Income for Event = \_\_\_\_\_

### **Expenses from Event:**

Donation/Deposit for Facility \_\_\_\_\_

Food, Beverage, Supplies + \_\_\_\_\_

Trophies, Prizes, Giveaways + \_\_\_\_\_

Other Event Expenses \_\_\_\_\_

*(Please list types of expenses below)*

\_\_\_\_\_

Total Expenses for Event = \_\_\_\_\_

**Total Profit for Event:** \_\_\_\_\_

*(Total Income – Total Expenses = Total Profit)*

*\*This report must be accompanied by a short **article** (maximum of 2-3 paragraphs) and at least two **photographs** for the GCU Magazine for your lodge/district to be eligible for future Grants.*