

# MKL PARTY EXPENSE FORM

Please complete and submit to Country Club Treasurer within 2 weeks of party date.

**PARTY NAME** \_\_\_\_\_ **PARTY DATE:** \_\_\_\_\_

**CHAIRPERSON(S)** \_\_\_\_\_

Party Income:

# on Committee \_\_\_\_\_ @\$ \_\_\_\_\_ = \$ \_\_\_\_\_

# of Guests \_\_\_\_\_ @\$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Subtotal Door receipts** \$ \_\_\_\_\_

Money Collected at the Bar \$ \_\_\_\_\_

Other (please explain) \$ \_\_\_\_\_

**Subtotal Bar and Other receipts** \$ \_\_\_\_\_

**Total Party Income** \$ \_\_\_\_\_ [A]

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Party Expenses:

Food/Decorations/Invitations \$ \_\_\_\_\_

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

\_\_\_\_\_ \$ \_\_\_\_\_

Other (please explain)

**Subtotal Total Party Expenses** \$ \_\_\_\_\_ [B]

Money Turned Over to Country Club Treasurer:

Checks total \$ \_\_\_\_\_ Cash Total \$ \_\_\_\_\_

**Total of funds with this report** \$ \_\_\_\_\_ [C]

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**Is C equal to A minus B? Yes/No**

If **"Yes,"** report balances and can be turned in, congratulations! If **"No,"** please continue. . .

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Common reasons for imbalance:

Are expenses included that must be paid by Treasurer? Yes/No \$ \_\_\_\_\_

Did Party receive advance(s) for expenses? Yes/No \$ \_\_\_\_\_

*If neither account for the difference, please call CC Treasurer to discuss further.*