

MOSN Social Event Expense Sheet

Fillable Form Location: www.mosnoa.com/BBS1 (In the Social Committee Section)

The detail on this sheet will be extremely important to future hosts!

Within two weeks of your event:

Scan all receipts in PDF format & email along with this form to

MOSNSocial@gmail.com, Subject: Event Expense Sheet

or

Return this form along with all receipts to your assigned Co-Chair

Event Name: _____ Date: _____

Host(s): _____

Host Phone: _____ email _____

Income

Event Sales _____ x \$ _____ per person + _____

TOTAL INCOME

Expenses

Decorations - _____

Food - _____

Entertainment - _____

Miscellaneous (please list if \$\$) - _____

TOTAL EXPENSES

Advance from MOSNOO - _____

Make check payable to _____ \$ _____

Profit/Loss: Income minus Expenses = _____

NOTES: _____

Decorations Detail List (i.e., # table cloths, # candles, etc)

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Food Detail list (i.e., # hams, # bags snacks, etc)

Entertainment (i.e., band, comedian, DJ performed xx hours)

Miscellaneous Detail (list only if \$\$dollars were spent on an item)

[illegible]

Notes (info to help future planners of the event - i.e., # helpers, what worked, what didn't) If additional space is needed, attach additional sheets

[illegible]