

GBN Athletic Booster Event Financial Report

To: _____
GBN Athletic Booster Treasurer

Date: ____ / ____ / ____

The following report is submitted for funds generated from a athletic event that should be recorded by the account distribution listed below for the _____ (Fall, Spring, Winter) Sports.

Sporting Event: _____
Event Date: ____ / ____ / ____
Measurement: _____
 Girls Boys Combined (circle one)

Event Remarks:

Hot Selling Items:

Repairs/Facility Issues:

	Event Count	Amount	Chk
B i l l s	100's		
	50's		
	20's		
	10's		
	5's		
	2's		
	1's		
C o i n s	Dollar		
	Half-Dollar		
	Rolled Qtrs		
	Loose Qtrs		
	Dimes		
	Nickels		
	Pennies		
D	Cash Donations		*
O	Checks/ATM		**
Sub-Total			
Cash Bank (minus)			
Total Revenue			***

Counted by: _____ **Date:** ____ / ____ / ____

Witness: _____ **Date:** ____ / ____ / ____

Revenue Distribution	Amount	Remarks
Concessions		
Apparel		
Game Film Video		
Student Premier Parking Pass		
Craft Fair		
Cash Donations -		
Cash Donations - Weight Room Equipment		
Split-the-Pot		
Golf Outing		
Cook-outs/Breakfasts/Dinners		
Split-the-Pot		
Other -		
Total:		***

Note to Volunteer: _____

Money should only be counted by someone 21years or older and witnessed/signed by one additional adult before you leave. Keep track of the different department sales listed above. Write in any additional sales not listed by department. Make sure that both totals balance. Turn money into Treasurer as soon as possible the next day. The longer it sits around, the more chance of it being lost or stolen. Put the money in a money bag or plastic bag. Do NOT return the cash bank unless it is the last event for the season.

Received by: _____
GBN Athletic Booster Treasurer

Date: ____ / ____ / ____

* List Cash Donations >\$20 by name on back
 ** List checks/ATM on back
 *** Balance

Thank you Parent / Guardian / Student Volunteers !

Confidential