

EVENT EXPENSE REPORT

(Complete one report per event.)

Event: _____

Event date(s): _____

Event coordinator: _____

ADVANCED FUNDS

Advanced funds initially received
from the branch office _____ (a)

Additional advanced funds received
from the branch office _____ (b)

TOTAL ADVANCED FUNDS ([a] + [b]) _____ (c)

EXPENSES

Office _____ (d)

Auditorium _____ (e)

Miscellaneous _____ (f)

TOTAL EXPENSES ([d] + [e] + [f]) _____ (g)

BALANCE ([c] - [g]) _____ (h)

AMOUNT RETURNED TO THE BRANCH OFFICE _____

OR

**AMOUNT OF REIMBURSEMENT REQUESTED
FROM THE BRANCH OFFICE** _____

(Enter "0.00" if no reimbursement is requested.)