

ORSCNA Financial Report Form

Subcommittee/Position:	
Description:	
Trusted Servant/Member:	
Timeframe:	

Receipts attached?:	
Net Gain/Loss:	
Motion Number:	
Check Number:	

Debit (-)

Credit (+)

Start Up Funds:	
From Regional Service Committee	<input style="width: 100%;" type="text"/>
Out of Pocket by Trusted Servants/Members	<input style="width: 100%;" type="text"/>
Donations from Members	<input style="width: 100%;" type="text"/>
Other (describe) _____	<input style="width: 100%;" type="text"/>
Total Start Up Funds	<input style="width: 100%;" type="text"/>

Income:	
Door Donations	<input style="width: 100%;" type="text"/>
Sales: Food	<input style="width: 100%;" type="text"/>
Sales: Merchandise	<input style="width: 100%;" type="text"/>
Sales: Other	<input style="width: 100%;" type="text"/>
Raffles / Auctions	<input style="width: 100%;" type="text"/>
Other Income (describe) _____	<input style="width: 100%;" type="text"/>
Other Income (describe) _____	<input style="width: 100%;" type="text"/>
Other Income (describe) _____	<input style="width: 100%;" type="text"/>
Total Income	<input style="width: 100%;" type="text"/>

Expenses:	
Facility	<input style="width: 100%;" type="text"/>
Flyers / Literature	<input style="width: 100%;" type="text"/>
Supplies (stamps, envelopes, etc.)	<input style="width: 100%;" type="text"/>
Food / Drinks	<input style="width: 100%;" type="text"/>
Merchandise	<input style="width: 100%;" type="text"/>
DJ / Entertainment	<input style="width: 100%;" type="text"/>
Reimbursement of any initial income	<input style="width: 100%;" type="text"/>
Other Expense (describe) _____	<input style="width: 100%;" type="text"/>
Other Expense (describe) _____	<input style="width: 100%;" type="text"/>
Other Expense (describe) _____	<input style="width: 100%;" type="text"/>
Total Expenses	<input style="width: 100%;" type="text"/>

Subtotal:	
Total Income (Total Start Up Funds + Total Income)	<input style="width: 100%;" type="text"/>
Total Expenses	<input style="width: 100%;" type="text"/>
Final Balance (Total Income - Total Expenses)	<input style="width: 100%;" type="text"/>

Funds Returned/Requested:	
If Final Balance is positive, then funds need to be returned.	<input style="width: 100%;" type="text"/>
If Final Balance is negative, then funds may be requested.	<input style="width: 100%;" type="text"/>