

PTO Treasurer will provide to chairperson of line items on income statement. Chairperson is responsible for drafting, sharing with PTO Exec Board prior to event, completing after event and submitting final to PTO Treasurer.

Complete BEFORE event to ensure PTO support and adequate funding

Event Name:

Event Date:

Chairperson:

2015/2016 Actual Expense (i.e. what you spent): \$

2015/2016 Actual Income (i.e. what you earned): \$

2015/2016 Net Income (i.e. Actual Income – Actual Expense): \$

2016/2017 Projected Expense (i.e. what you expect to spend): \$

Description:

2016/2017 Projected Income (i.e. what you expect to earn): \$

Description:

2016/2017 Projected Net Income (i.e. Projected Income – Projected Expense):

PTO Approved: Yes No

Signature:

Date:

Complete AFTER event to track expense and income

2016/2017 Actual Expense (i.e. what you spent):

2016/2017 Actual Income (i.e. what you earned):

2016/2017 Net Income (i.e. Actual Income – Actual Expense):

Notes: