



# CVK PROJECT & FINANCIAL REPORT

CVK PROJECT MANAGER: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

HOSTED BY: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ EVENT LOCATION: \_\_\_\_\_

HOST CONTACT: NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Discription of CVK Club activites required for event (ie. BBQ, Bar, Train, Labor...)

## Expense Description / Club / Foundation

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Expense Sub Totals: \$ \_\_\_\_\_ \$ \_\_\_\_\_

*(Include start-up money, sales income, tips, donations)*

**TOTAL \$ \_\_\_\_\_**

## Income Description / Club / Foundation

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

Income Sub Totals: \$ \_\_\_\_\_ \$ \_\_\_\_\_

*(Include vendors, reimburstments, purchases attach reciepts)*

**TOTAL \$ \_\_\_\_\_**