

Knights of Columbus Ascension Council 7991

887 Wembley Road, Parksville, B.C., V9P 2E6

FUNCTION: _____

Date: _____

Ticket Sales: Adult _____ @ \$ _____ = _____

Child _____ @ \$ _____ = _____

Total: _____

Liquor Sales: Beer _____ @ \$ _____ = _____

Wine _____ @ \$ _____ = _____

Pop _____ @ \$ _____ = _____

Total: _____

TOTAL: _____

Staff:

Name:

Hours

Committee Head: _____

Setup Tables etc. _____

Kitchen Chef: _____

Kitchen Helper: _____

Takedown Tables: _____

Cleanup: _____

Bar Ticket Sales: _____

Bar Manager: _____

Bar Assistant: _____

TOTALS: Number of Knights: _____ Man Hours: _____

Report Submitted By: _____

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SYNOPTIC:

Revenue:

Tickets Issued: _____

Complementary: _____

Ticket Sales: _____

Liquor Sales: _____

Chinese Auction: _____

Total Revenue: _____

Expenses:

Receipts Attached

Amount

Dinner Supplies: Supplier #1: _____

 Supplier #2: _____

 Supplier #3: _____

 Supplier #4: _____

 Supplier #5: _____

Kitchen Cleanup: Provider: _____

Liquor License: _____

Litres Units Cost

Liquor Purchases: Beer: _____

 Less Inventory: _____

 Wine: x8 = _____

 Less Inventory: x8 = _____

 Pop: _____

 Less Inventory: _____

Entertainment: Provided By: _____

TOTAL EXPENSES: _____

NET TO THE KNIGHTS: _____