



# ACTIVITY SUMMARY REPORT

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Lead Person(s): \_\_\_\_\_ Location: \_\_\_\_\_  
 Ticket Cost (\$): \_\_\_\_\_ Est # Attendees: \_\_\_\_\_

### PROGRAM TYPE

Church                       Community                       Pro-Life                       Council  
 Family                       Youth                       Membership                       General Fundraiser

### EVENT SUMMARY *(If you need additional space, continue at the end of this document or attach a separate sheet of paper.)*

### HELP LISTING *(List all of the Brother Knights that assisted with the event. Use additional sheet if required)*

### FINANCIAL REPORT

Funds Collected *(Add Cells or Used additional sheet if required)*

Item	Description	Amount (\$)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total From Additional Sheet:		
Total Funds Collected (A):		



# ACTIVITY SUMMARY REPORT

Expenses Incurred *(Used additional sheet if required. Receipts are required for reimbursement.)*

Item	Description	Amount (\$)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total From Additional Sheet:		
Total Expenses Incurred(B):		
Net Income/Loss (A-B):		

## ADDITIONAL SPACE

## SIGNATURES & DATE

Event Lead: \_\_\_\_\_

Financial Secretary: \_\_\_\_\_

Grand Knight: \_\_\_\_\_