



## Fundraising Event/Activity Financial Report

This form should be completed within one month of the event date.

Name of Event/Activity: \_\_\_\_\_

Date of Event/Activity: \_\_\_\_\_

Proceeds:

A. Charitable

B. Non-charitable

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C. Total Proceeds (A+B)

Expenses (attach supporting documentation):

D. Cash prizes <sup>1</sup>

E. Non-cash prizes <sup>2</sup>

F. Rent/Facility costs <sup>3</sup>

G. Food/Beverage Costs <sup>4</sup>

H. Entertainment Costs <sup>5</sup>

I. Other expenses <sup>6</sup>

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J. Total Expenses (D+E+F+G+H+I)

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I. Proceeds Over/(Under) Expenses (C-J)

Submitted by: \_\_\_\_\_ Phone: \_\_\_\_\_

Definitions:

- 1 Enter the total amount paid as cash prizes.
- 2 Enter the fair market value of the noncash prizes paid or given out.
- 3 Enter the expenses paid or incurred for the rent or lease of property or facilities.
- 4 Enter the amount of expenses paid or incurred for food and beverage.
- 5 Enter the amount of expenses paid or incurred for entertainment.
- 6 Enter the amount of all other direct expense items (printing, supplies, etc.).

**Route to LSU Foundation, Attn: Emily Gregoire**