

PARC Event \_\_\_\_\_ Date(s) \_\_\_\_\_  
Chairperson \_\_\_\_\_ Phone No. \_\_\_\_\_

**RECEIPTS**

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**TOTAL**

**EXPENDITURES**

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**TOTAL**

**NET LOSS (GAIN) TO PARC**

**SUMMARY OF ANY ALCOA SUPPORT UTILIZED FOR THE EVENT**

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**TOTAL**

PARC Event NORTH PARK PICNIC  
Coordinator JANE DOE

Date(s) 7/27/??  
Phone No. 412-364-1234

**RECEIPTS**

80 reservations @ \$15	\$1200.00
1 cancellation	(15.00)
1 partial cancellation after firm commitment to caterer	(5.00)

**TOTAL** \$1180.00

**EXPENDITURES**

Park permits	\$100.00
Caterer 79 @ \$10	790.00
10 - 24 can cases of beer @ \$15	150.00
2 cases of beer left over and sold at the picnic	(30.00)
18 - 12 packs of soda @ \$3.50	63.00
Miscellaneous snacks (1 invoice)	35.00
Miscellaneous snacks (another invoice)	40.00
Knives, forks, spoons, cups, napkins (1 invoice)	38.00

**TOTAL** \$1186.00

**NET LOSS (GAIN) TO PARC** 6.00

**SUMMARY OF ANY ALCOA SUPPORT UTILIZED FOR THE EVENT**

Printing - 600 - 2 side copies @ \$.025	15.00
Mailing - 600 @ \$.39	234.00

**TOTAL** 249.00