

St. Denis—St. Columba School  
Parent School Association

## Event Summary and Financial Accounting Report

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day: \_\_\_\_\_ Time: From \_\_\_\_:\_\_\_\_ To \_\_\_\_:\_\_\_\_

Event Title: \_\_\_\_\_ Weather Day of Event: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Co-Chair: \_\_\_\_\_

Committee Volunteers: minimum # recommended \_\_\_\_\_ actual # had \_\_\_\_\_

Volunteers: \_\_\_\_\_

Approximate Time Frame to prepare for Event: \_\_\_\_ Months \_\_\_\_ Weeks \_\_\_\_ Days \_\_\_\_ Hours

Notes/Comments/Tips: \_\_\_\_\_

Vendors used: \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_ Thank you's given/sent to vendors that volunteered their services  
and/or donated supplies to the event.

Event Financial Summary:

\$\_\_\_\_,\_\_\_\_.\_\_\_\_ Income  
\$\_\_\_\_,\_\_\_\_.\_\_\_\_ Less Expenses  
\$\_\_\_\_,\_\_\_\_.\_\_\_\_ Less Vendor Payments  
\$\_\_\_\_,\_\_\_\_.\_\_\_\_ Other \_\_\_\_\_  
=====

\$\_\_\_\_,\_\_\_\_.\_\_\_\_ Net Profit or <Loss>  
=====

Cash Advance Returned:  
\$\_\_\_\_,\_\_\_\_.00 \_\_\_\_/\_\_\_\_/\_\_\_\_  
By: \_\_\_\_\_

Attachments:

- Expense Reimbursement Form
- Deposit Slip for Event Income
- Deposit Slip for Cash Advance being returned

***“Event Summary and Financial Accounting Report” with the above checked attachments  
and receipts are to be submitted to the PSA Treasurer within two weeks of the event.***

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## EXPENSE REIMBURSEMENT FORM

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

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

DESCRIPTION OF EXPENSE:

AMOUNT:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL EXPENSES TO BE REIMBURSED:** \_\_\_\_\_

CHECK TO BE SENT VIA:

TUITION CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_ ROOM # \_\_\_\_\_

HELD AT MAIN OFFICE FOR \_\_\_\_\_ TO PICK-UP

PLEASE COMPLETE THIS FORM AND WITH RECEIPTS RETURN TO:  
"PSA TREASURER"  
"KINDNESS OF THE MAIN OFFICE"

***Please submit this form within two weeks of purchase  
and staple all receipts to the back of this form.***

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**DEPOSIT SLIP**

Event Income     Cash Advance Being Returned

*(Please use separate Deposit Slips for event income and to return cash advance)*

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

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

COMMITTEE CHAIR: \_\_\_\_\_

CONTACT INFO CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

<b><u>CASH:</u></b>	QUANTITY	TOTAL
\$100	_____	_____
\$50	_____	_____
\$20	_____	_____
\$10	_____	_____
\$5	_____	_____
\$1	_____	_____
\$0.25	_____	_____
\$0.10	_____	_____
\$0.05	_____	_____
\$0.01	_____	_____

<b><u>CHECKS:</u></b>	NUMBER OF CHECKS: _____		
(list singly)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**DEPOSIT SUMMARY:**

\$ \_\_\_\_\_, \_\_\_\_\_ . \_\_\_\_\_    TOTAL CASH  
\$ \_\_\_\_\_, \_\_\_\_\_ . \_\_\_\_\_    TOTAL CHECKS

=====

\$ \_\_\_\_\_, \_\_\_\_\_ . \_\_\_\_\_    TOTAL DEPOSIT

=====

DEPOSIT SUBMITTED BY: \_\_\_\_\_

*Signature*

**Please personally hand in this completed Deposit Slip and monies within two weeks of the event to the PSA Treasurer or SDSC Main Office Staff. Do not send deposit in with your child.**

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## CHECK REQUEST FORM

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

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

DESCRIPTION OF EXPENSE:

AMOUNT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL AMOUNT DUE:**

=====

PLEASE ATTACH AN INVOICE/RECEIPT TO THIS REQUEST FOR THE EVENT.

THIS AUTHORIZATION MUST BE SIGNED BY EITHER OF THE TWO BELOW:

\_\_\_\_\_  
Sr. Kathleen Marie Gerritse, CR, Principal

\_\_\_\_\_  
Rev. Michael McLoughlin, Administrator

SIGNED CHECK REQUEST FORM SHOULD BE GIVEN TO:

“PSA TREASURER”

“KINDNESS OF THE MAIN OFFICE”

CHECK TO BE SENT VIA:

[ ] TUITION CHILD'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ ROOM # \_\_\_\_\_

[ ] HELD AT MAIN OFFICE FOR \_\_\_\_\_ TO PICK-UP

***Use this form when the school is to pay the cost of something in advance or for any item that is over \$250.***