



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

C. Total Proceeds (A+B)

Expenses (attach supporting documentation):

D. Cash prizes ¹

E. Non-cash prizes ²

F. Rent/Facility costs ³

G. Food/Beverage Costs ⁴

H. Entertainment Costs ⁵

I. Other expenses ⁶

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

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: Monica Derozan
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