



Organization: \_\_\_\_\_

User Number: \_\_\_\_\_ - \_\_\_\_\_

Report Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

### Final Budget

**Expenses:**

Advertising: \_\_\_\_\_

Printing: \_\_\_\_\_

Prizes: \_\_\_\_\_

Postage: \_\_\_\_\_

Accounting Fee: \_\_\_\_\_

(1.5% of gross income)

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total: \$

**Income:**

Sales: \_\_\_\_\_

Admissions: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \$

**Summary:**

A. Income: \_\_\_\_\_

B. Expenses: < \_\_\_\_\_ >

C. Net:

For Raffle/ Lottery:  
 Number Tickets Sold: \_\_\_\_\_

Retain unsold tickets and stubs for three(3) years.

The following items must be attached:

- Prize list/Winners Information (Forms 2 and 3)
- Actual Ticket as Printed
- Copies of all expense receipts/invoices
- Copies of deposit receipts for all revenue.

**OFFICE USE ONLY**

Final Report Received: \_\_\_/\_\_\_/\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Net Transferred: \_\_\_/\_\_\_/\_\_\_

VIA: Check: \_\_\_\_\_ JV: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to \_\_\_\_\_