

MANOA ELEMENTARY P.T.O END OF EVENT REPORT



In an effort to avoid reinventing the wheel each year, we'd like to keep a record of the great, the good, the bad, and the ugly from all our events and efforts going forward. At the conclusion of your event, please complete this evaluation. Thank you!

Event Information

Name of Event:

Date & Time:

Location:

Chair people:

How many volunteers did you have?

How many did you need?

Please list all volunteers and their job functions:

Anything about when/where that was particularly good or troublesome?

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Communications

What tactics did you use to promote this event (flyers, email, Facebook, website, etc)? Please attach copies of your communications. What did and did not work well?

What was your timing on communications? Was it too early or too late? Any lessons learned for next year?

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Event Execution

How was participation/attendance? (Be specific if possible).

Key Steps Before Event

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Event Execution

Key steps during event:

Keys steps after event:

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Overall Feedback

Other successes and “gotchas” for this event—anything else you’d do differently? Anything that worked particularly well?

Any feedback from staff, administrators, or families?

Should we run this event next year?

Would you like to Chair this event next year?

Manoa Elementary P.T.O. End of Event Financial Report



Total amount of funds collected:

Any cash payments made from funds collected: (please limit to small amounts for tips)

Cash contributions:

Non monetary contributions – Please list and give approximate cash value. Add to donations total below:

List all expenses paid for by PTO check or by reimbursement. Give dollar amount as well as type of expense (such as food, decoration, noncash prize, cash prize, etc.) Be sure to attach receipts.

If your event collects over \$4000 in gross receipts be sure to fill out IRS Schedule G part I Column A.

Guidelines to record keeping for PTO Events

Listed below are procedures all must follow:

- 1 - All monies collected (cash and/or check) must be deposited in the bank. Cash received must not be used to pay vendors. Please obtain a receipt and turn a check request in to the Treasurer. The only exception to this would be a nominal amount of money used for instance as a tip to the pizza or pretzel delivery person.
- 2 - All expenses must be paid by a PTO check directly to the vendor when possible.
- 3 - All receipts for expenditures must be kept in the Committee File as well as copies turned in to the Treasurer when requesting a check for payment. Receipts must clearly state the nature of each expense. If unclear please make a notation
- 4 - You must also keep track of all contribution both monetary and non-monetary made to your event. Examples of non monetary contributions would be items for bake sales or food for a luncheon. Non monetary contributions should be given an approximate cash value.
- 5 - In order to streamline this process, please print out the attached end of event report and hand it in with your receipts

Procedures to be filed if your event is expected to take in gross receipts (money collected without deducting any expenses) over \$4000.00. Currently this would apply to events such as the Holiday Fair, Fun Fair, Cow Plop Bingo. If your event would fall in this category and I have not listed it, please let me know.

2- please fill in Part II Column A of the attached IRS Schedule G and attach copies of supporting documents such as receipts. For purposes of schedule G contributions would include any donation to the event including for instance the raffle prizes donated by vendors at the Holiday Fair, bake sale items and such.

Income:

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ITEM	COST	NOTES (concessions quantities purchased...)
TOTAL INCOME:	\$	

Donations:

ITEM	VALUE	NOTES (company name and address)
TOTAL DONATIONS:	\$	

Expenses:

ITEM	COST	NOTES (concessions quantities sold, vendor contact info or contracts)
TOTAL EXPENSES:	\$	

Manoa Elementary P.T.O. Facilities Work Requested



Name of Event:

Committee Head:

Contact Info:

Email Address:

Cell Phone:

Equipment Requested (Check items needed and write in quantity needed):

Tables

Chairs

AV Cords

Projection Screens

Projectors

Trash Cans

Extension Cords

School Laptops (Near electrical outlets)

Kitchen [List specific items below]:

Manoa Elementary P.T.O. Facilities Work Requested



Event Location within School grounds: (List all rooms/areas in school intended for Event use):

(*Please keep in mind that Extended Day uses Cafeteria from 3:30 - 6:00)

Include drawing of equipment/room layout here and/or notes for the custodians. (Use back for add'l space).

Please fill out Event Setup Form at least one week prior to your Event and submit to the PTO president. President will deliver form to the appropriate school staff depending on Event needs.