

## Manoa PTO - End of Event Report

Name of Event:

Date & Time:

Location of Event:

Chairs:

Budget: \$ -

Number of Volunteers:

Was this sufficient? (y/n)

Would you Chair this event next year?

### Communications:

How was this event promoted? Newsletter, Signup Genius, FB and alike? Any suggestions for

### Event Execution:

How was Participation? Any key steps before/during/after the

Did a "thank you" for donating get sent via Newsletter / Website / FB?

Additional Comments / Suggestions for this Event for the Future?

# End of Event Financial Report

Name of Event:

0

ITEM	COST	Notes/Comments:
		Donated Gift Card
Total Income:	\$ -	
Donated Items:	VALUE	Notes/Comments:
	\$ -	
	\$ -	
Total Value of Donations:	\$ -	
Expense Items: (items purchased)*	COST	Notes/Comments:
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Total Expenses:	\$ -	
*Please list on separate page if not enough space		

Total \$\$ Funds Collected (if donated):	\$ -
Amount of Purchased from Funds Collected:	\$ -
Balance of unused funds:	\$ -
Non Monetary Contributions (est value)	\$ -
Any Cash/GF unused? Please deliver to Treasurer	\$ -

List all expenses paid for by PTO Check or by reimbursement. Give dollar amount as well as type of