

AMOS Event Summary Report

Event: _____
 Event
 Coordinator: _____ Event Date: _____

AMOS Advance	\$		Line 1
Expenses Paid with AMOS Advance or Personal Funds: Attach receipts to this summary.			
	\$		Line 2
	\$		Line 3
	\$		Line 4
	\$		Line 5
	\$		Line 6
<i>If continuation sheet used, enter subtotal on this line.</i>	\$		Line 7
Total Expenses Paid with AMOS Advance or Personal Funds: (Add Lines 2-7)	\$		Line 8
AMOS Advance Not Used (Line 1 less Line 8) Event Coordinator will provide Treasurer with personal check or cash for AMOS advance not used. If negative amount, Treasurer will provide Coordinator with check for personal funds used.	\$		Line 9

Event Cash:			
Cash Collected -	\$		Line 10
Cash Collected -	\$		Line 11
Cash Collected -	\$		Line 12
Total Event Cash Collected (Add Lines 10 through 12)	\$		Line 13

Expenses Paid with Event Cash: Attach receipts to this summary.			
	\$		Line 14
	\$		Line 15
	\$		Line 16
<i>If continuation sheet used, enter subtotal on this line.</i>	\$		Line 17
Total Expenses Paid with Event Cash: (Add Lines 14-18)	\$		Line 18

Event Cash Submitted to Treasurer: (Line 13 minus Line 18). If negative amount, Treasurer will provide a check to the event coordinator for the amount.	\$		Line 19
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Checks Received From Event: Place checks in envelope and attach to this form.	\$		Line 20
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Expenses Paid with AMOS Check:			
	\$		Line 21
	\$		Line 22
	\$		Line 23
<i>If continuation sheet used, enter subtotal on this line.</i>	\$		Line 24
Total Expenses Paid with AMOS Check: (Add Lines 21-24)	\$		Line 25

Net Proceeds from Event			
Total Revenue from Event: (Add Line 13 and Line 20)	\$		Line 26
Total Expense for Event: (Add Line 8, Line 18, and 25)	\$		Line 27
Net Proceeds (Line 26 minus Line 27) If negative amount, the event incurred a loss.	\$		Line 28

Event Coordinator Signature: _____ Date _____

Instructions: Provide completed form and attachments to Treasurer.

Version 5-26-2013

AMOS Event Summary Continuation Sheet

This sheet is used when additional space is needed to list expenses.

Event: _____
 Event Coordinator: _____ Event Date: _____

Additional Expenses Paid with AMOS Advance or Personal Funds: <i>Attach receipts to this summary.</i>			
	\$		Line a
	\$		Line b
	\$		Line c
	\$		Line d
	\$		Line e
	\$		Line f
	\$		Line g
	\$		Line h
	\$		Line i
	\$		Line j
Subtotal Expenses Paid with AMOS Advance: (Add Lines a-j) <i>Place this total on Line 7 of the AMOS Event Summary Report.</i>		\$	Line 7

Additional Expenses Paid with Event Cash: <i>Attach receipts to this summary.</i>			
	\$		Line k
	\$		Line l
	\$		Line m
	\$		Line n
	\$		Line o
	\$		Line p
	\$		Line q
	\$		Line r
Subtotal Expenses Paid with Event Cash: (Add Lines k-r) <i>Place this total on Line 17 of the AMOS Event Summary Report.</i>		\$	Line 17

Additional Expenses Paid with AMOS Check: <i>Attach receipts to this summary.</i>			
	\$		Line s
	\$		Line t
	\$		Line u
	\$		Line v
	\$		Line w
	\$		Line x
	\$		Line y
	\$		Line z
Subtotal Expenses Paid with AMOS Check: (Add Lines s-z) <i>Place this total on Line 24 of the AMOS Event Summary Report.</i>		\$	Line 24