



Washington Neighborhood Center Fundraising/Donation Financial Report

Complete this form and submit a copy to the Treasurer and the Fundraising Chair upon completion of any event that raised funds for the WNC or upon receipt of any donation to the WNC. Attach all pertinent information including receipts, copies of checks, event flyer, etc. Give all funds to the Treasurer.

Your name: _____ Date: _____

Event: _____ OR Donor: _____

Information/special conditions:

Starting budget: _____ From what source? _____

Amount raised: _____ (from event)

OR

Amount donated: _____ Specific program? _____

(list specific program or write "general fund"; may be split in more than one category)

In-kind (non-money) donations:

Outstanding funds: _____ (not yet collected)*

Who owes?

Amount reimbursed: _____ (must be approved by Treasurer)

To whom? _____

Net fundraising profit given to Treasurer: _____

Report/funds submitted by _____
(Your signature)

Date: _____

Report/funds received by _____
(WNC treasurer)

Date: _____

***Use INVOICE to collect outstanding funds**