

Expo Daily Report

Event Name: _____

Start Date: _____

End Date: _____

Volunteer/Ambassador Present: _____

Product	Quantity	Money Donated	Total Collected

Total Product Donation + _____

Cash Donations + _____

a. Description: _____

Miscellaneous + _____

Subtotal = _____

b. Description/Raffle Tickets _____

Less Cost (Receipts) - _____

c. Total (a+b) _____

Sub Total = _____

d. Receipts _____

Starting Cash/Previous Day - _____

e. Profit (d-c) _____

Grand Total = _____

Must Attach Receipts