



Knights of Columbus Council #12219

Activity Expense / Income Report

Date Submitted: _____

Activity / Project Name : _____
 Activity / Project Date/s : _____
 Director: _____
 Co - Chair/s : _____
 Activity / Project Budget : _____

Activity/Project Advances

Date	Description	Amount
		\$
		\$
Total Advances		\$

Activity/Project Income

Date	Description	Amount
		\$
		\$
		\$
Total Income		\$

Activity/Project Expenses

(All Receipts **MUST** be Attached to this Form Prior to Payment)

Date	Description	Amount
		\$
		\$
		\$
		\$
Total Expenses		\$

TRUSTEE REVIEW	
Trustee	Approval
1st Year	
2nd Year	
3rd Year	

TOTAL PROFIT or LOSS =====> \$ _____
 (Total Advances + Total Income - Total Expenses)

AMOUNT DUE COUNCIL =====> \$ _____

Check if Cash [] or Personal Check [] Check Number _____

- o All Project Moneys Deposited into Personal Accounts Require a Separate Bank Deposit Ticket Attached to this Form
- o Amount of Personal Check Must Match the Amount on the Bank Deposit Ticket
- o Co-Chair/s Signature Required for all Moneys Submitted _____

OR

AMOUNT DUE MEMBER =====> \$ _____

Check Payable to : _____