

# Kāne'ohe Ohana PTO - End of Event Report

<b>Name of Event:</b>		
<b>Date &amp; Time:</b>	<b>Location:</b>	
<b>Chairs:</b>		
<b>Budget: \$</b>		
<b>Names/Number of volunteers:</b> _____ _____ _____		
<b>Was this sufficient?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>Would you Chair this event next year?</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>
<b>If no, please explain reason:</b> _____ _____		
<b>How was the event promoted?</b>  <input type="checkbox"/> Newsletter <input type="checkbox"/> Signup Genius <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram <input type="checkbox"/> Other (specify): _____		
<b>Any suggestions for promoting?</b> _____ _____ _____		

**Event Execution: Notes/Reminders/Tips**

**Before:**

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**During:**

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**After:**

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**Final checklist:**

Donation shoutout via:

- Newsletter       Website       Facebook       Twitter
- Instagram       Letterhead

**Additional comments/suggestions for this Event?**

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# End of Event Financial Report

Name of Event:

ITEM	COST	NOTES/COMMENTS
Total Income: \$ _____		
DONATED ITEMS:	VALUE:	NOTES/COMMENTS:
	\$	
	\$	
	\$	
	\$	
Total Value of Donations: \$ _____		
EXPENSE : (items purchased)	COST:	NOTES/COMMENTS:
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenses: (Please list on separate page if not enough space) \$		

<b>Total Funds Collected (if donated):</b>	\$
<b>Amount Purchased from Funds Collected:</b>	\$
<b>Balance of unused funds:</b>	\$
<b>Non Monetary Contributions (estimated value):</b>	\$
<b>Any cash/GC unused? Deliver to Treasurer or President</b>	\$

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

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