

Project Financial Report Tahoma Chapter

INSTRUCTIONS:

- 1 Form should be completed by project chairman
2. Use separate "Expense Reimbursement Form" for reimbursement
3. Secure a completed and signed IRS W-9 Form prior to the issuance of a check for each artist or clinician payment
4. **Mail Financial Report within 10 days of event to:**

Kerstin O'Shields, Treasurer
21221 SE 271st PL
Maple Valley, WA 98038

PROJECT DESCRIPTION (workshop, student recital, adjudications, etc. Include date and venue)

Attendance: _____ teachers _____ students _____ other

Total attendance _____

INCOME

Registrations fees _____

Cash donations _____

Other (describe) _____

In-kind donations (describe items donated to project and list value) _____

TOTAL INCOME _____

EXPENSES

Supplies _____

Postage/Shipping _____

Printing and Reproduction _____

Travel: Mileage _____

Airfare (carrier _____) _____

Lodging (hotel name _____) _____

Other _____

Person(s), Date(s), Place(s) of travel:

Professional fee (attach W-9 Form) _____

Other (describe) _____

TOTAL EXPENSES _____

PROFIT (LOSS) _____

Signature of person submitting report _____

Date report submitted _____