

Committee Summary Report

Randall Carter PTO

Volunteers: _____ Too many/too few? _____ Ideal amount: _____

Description of the time frame used, such as start of planning, shopping date, ticket sales, etc.:

Description of set-up procedure and time needed: _____

Description of clean-up procedure and time needed: _____

If weather or schedule conflicts were a factor, please explain the impact (i.e low attendance, postponement) and suggestions on dealing with: _____

Were there excess supplies? If so, how much? Please inform PTO President and store in PTO closet.

Were there unexpected expenses or needs? Please list:

Please list areas for improvement and/or things you wish you would have known:

Please keep a copy of this report in your committee binder prior to turning it in at the end of the year. Thanks!

Committee Budget Report

Randall Carter PTO

Budgeted amount: \$ _____ as Income / Expense (circle one)
(include all items purchased, even if reimbursement wasn't requested)

Amount collected from event: \$ _____ Amount spent on event: \$ _____

Net Profit: \$ _____ Net Expense: \$ _____

Number of Tickets sold: _____ Price of Tickets: \$ _____
(if applicable)

Expenses:

Description	Quantity	Cost/Unit	Total \$

Total: \$ _____

Income:

Date	Cash Amount	Check Amount	Credit Amount

Total: \$ _____

Additional Notes:
